



GUIDELINE DOCUMENT ON THE ROLES AND RESPONSIBILITIES

FOR THE

**PRESIDENTIAL YOUTH EMPLOYMENT INITIATIVE IN THE
BASIC EDUCATION SECTOR**

2023 - 2024

Guideline Document on roles and responsibilities in the Implementation of Basic Education Employment Initiative

Purpose: To clarify roles and responsibilities of the affected parties in the implementation of the project

ROLE PLAYERS

Department of Basic Education will

- Sponsor the Project
- Ensure common standards, consistency, transparency and fairness in the Implementation.
- Provide Implementation Framework for the project
- Provide the criteria for calculations of funds and allocation, these will influence the allocation in the Equitable Share
- Lead National / country wide Advocacy Campaign
- Provides generic templates
- Provide advisory support and oversight
- Draft National Training Plan
- Facilitate the training of trainers
- Monitor the expenditure against budget allocated (spending trends)
- Conducts monitoring, support and oversight of project implementation
- Receive and consolidate reports from all PEDs.
- Submit reports to Presidency, National Treasury, Portfolio Committee, Senior Management of Basic Education, HEDCOM, CEM, BMM, NAISA, SGB Association. Principals' Associations, Unions,

Provincial Education Departments will

- Appoint Project Manager/s and Project management Team as provincial level
- Appoint District Project Teams
- Ring-fence the relief funds from the total Equitable Share
- Draft the Business Plan since it the blue print for project management
- Draft the detailed Implementation Plan
- Draft recruitment plan
- Draft Communication Plan
- Calculate the allocation per school
- Communicate and advocate the project – youth employment at district and school level (circular)
- Transfer relief funds to participating schools
- Conduct Secondary Advocacy campaign at Provincial and local level
- Develop province-wide standardised advocacy material
- advocate Job opportunities
- Liaise with Third Parties (e.g. SA Youth Mobi) providing advocacy and recruitment platforms
- Disaggregate job applications data from Third Parties and distribute it to schools via districts/circuits
- Facilitate recruitment processes with emphasis on adherence of **fair and transparent** recruitment practices
- Compile a database of all applicants and successful applicants placed
- Consolidates vacancies (e.g. When EAs/GSAs resigns or drop out of programme)
- Facilitate induction and orientation
- Draft Provincial Training Plan
- Conduct province-wide project monitoring and support for all schools involved.
- Ensure that all EAs and GSAs are registered on SA Youth mobi, DMS and **WhatsApp Teacher Connect 060 060 3333**
- Provide reports to DBE - weekly/monthly: (a) on recruitment, (b) on number of EAs and GSAs placed, (c) on job performance, (d) number of EAs and GSAs provided with orientation and (e) on number of EAs and GSAs provided with identified training. Disaggregate the data provided in reports
- Provide monthly financial reports to DBE on expenditure against allocation (spending trends)
- Provide reports to HOD, MEC, Provincial Treasury, Provincial NCOP, all other relevant stakeholders

District Offices will

- Conduct Primary Advocacy campaign
- Ensure **transparency and fairness** in the recruitment process through provision of human resource support to schools
- Verification of recommended candidates from lists submitted by schools
- Confirm recommended applicants from lists received from schools
- Compile district-wide database of applicants and new recruits
- Submit district lists of confirmed candidates (verified against requirements as stipulated in Implementation Framework)
- Facilitate Orientation and Induction programme of all EAs and GSAs
- Identify training needs and facilitate training of successful applications
- Conduct district-wide project monitoring and support for all schools in the district
- Report on EAs and GSAs that drop-out of the programme
- Ensure that all EAs and GSAs are registered on SA Youth mobi, NDMS and **WhatsApp Teacher Connect 060 060 3333, Reading Champions WhatsApp Bot - 060 017 0000**
- Provide reports to PEDs - weekly/monthly:
 - (a) on recruitment,
 - (b) on number of EAs and GSAs placed/appointed (per gender and age),
 - (c) on job performance,
 - (d) number of EAs and GSAs provided with orientation and
 - (e) on number of EAs and GSAs provided with identified training. Disaggregate the data provided in reports
- Provide monthly reports to PEDs on expenditure against allocation

The Circuit Managers will

- Familiarise themselves with the Implementation Framework and all other guidelines of the PYEI-BEEI project.
- Advocate the objectives of the project (both Presidential and Basic Education Sector)
- Advocate and Communicate to various stakeholders regarding the project
- Support schools with recruitment and ensure transparency and fairness in the process.
- Communicate to schools that NEPOTISM is not accepted
- Ensures that SMTs and SGBs adhere to the Implementation Framework – requirements when appointing
- Monitor and support the schools during the recruitment process
- Where On-Line application system did not provide enough applications (monitor schools as they drive recruitment with concessions as per guideline and Framework)
- Quality Assurance and verification of recommended candidates by schools
- Compile Circuit-wide database of applicants and new recruits
- Ensure that all EAs and GSAs are provided with Orientation and Induction
- Ensure that all EAs and GSAs have signed Conditions of Employment, Code of Conduct, Job Descriptions/Workplans
- Ensure that all EAs and GSAs are assigned a mentor
- Ensure that all EAs and GSAs have attended compulsory five modules (Orientation, NSSF, SOP for COVID, Digital Literacy, Financial Management)
- Ensure that all EAs and GSAs have attended minimum of three additional trainings.
- Ensure that all EAs and GSAs are registered on SA Youth mobi, DMS and **WhatsApp Teacher Connect 060 060 3333**
- Conduct Circuit-wide project monitoring and support for all schools in the district
- Provide the reports on attrition of EAs and GSAs in his circuit weekly.
- Provide periodic reports to District Coordinator on the implementation of the Project;

Schools will

- Benefit from the Project
- Receive allocation of EAs and GSAs from PED/District
- Communicate and advocate the project community-wide and locally (e.g. use Chiefs, libraries, local shops, churches, etc.)
- Provide in-house application services – where connectivity is a challenge
- Receive long and short list of applications from (District/partner-Harambee)
- Together with SGB:
 - shortlist applications received
 - Interview shortlisted candidates
 - Issue contracts to successful candidates to sign
 - Submit the names and contracts of successful candidates to the District/ Province for appointments
- Together with the SMT
 - Develop job descriptions for EAs and GSAs
 - Manage the EAs and GSAs including misconduct
 - Allocate responsibilities to each EA and GSA appointed
 - Allocate mentors to EAs and GSAs
 - Allow for the election of Team Leaders on a rotational basis
 - Hold regular meetings with the EAs and GSAs
 - Develop performance management system and tools
 - Encourage EAs and GSAs to develop portfolio of evidence

- Develop and provide an orientation programme for EAs and GSAs covering but not limited to:
 - School culture
 - Mission, vision and values of the school
 - School Protocols
 - Dress code
 - Code of ethics
 - Roles and responsibilities
 - Etiquette
- Provide weekly/monthly reports to PEDs/District on the:
 - (a) recruitment process
 - (b) number of EAs and GSAs placed
 - (c) job performance of EAs and GSAs
 - (d) number of EAs and GSAs provided with orientation and
 - (e) number of EAs and GSAs provided with identified training (Disaggregate the data)
- Provide monthly reports to PEDs/District on expenditure against allocation
- Provide the reports on attrition of EAs and GSAs in the school on weekly basis.
- Ensure that all EAs and GSAs are registered on SA Youth mobi, DMS and **WhatsApp Teacher Connect 060 060 3333**

EAs and GSAs will

- Avail themselves for interviews
- After being successful, the candidate must avail themselves to sign the contract
- Resume duty immediately after signing the contract
- Sign the job description/workplan/duty sheet
- Report for duty on daily basis and sign-in register
- Create a Portfolio of Evidence file for themselves
- Submit weekly and monthly reports on duties done
- Take up any task given by their mentors/school (to add on experience)

- Conduct themselves in a professional manner
- Learn the ethos of the schools
- Learn the rules of the schools as workers
- Avail themselves for orientation
- Avail themselves for Training
- Register on the **WhatsApp of Teacher Connect 060 060 3333**

Third Parties (SA Youth Mobi) will

- Provide media platform for recruitment
- Provide database of applicants to PEDs/ District Offices/school
- Manage the queries during application process
- Manage the call-centre
- Provide IT support in the application process
- Provide lists of applicants to schools and Provinces
- Those applicants that did not make it, SA Youth Mobi will inform the
- Make the data base of all applicants available to DBE
- Make the data base of applicants available to provinces

Third Parties (Bhelela Technologies) will

- Provide a Data Management System (DMS) for the PYEI-BEEI
- Facilitate training on how to use the DMS to officials in the DBE, PEDs, Districts and Schools
- Update the DMS on an ongoing basis
- Administer the DMS
- Provide support for users of the DMS as and when required to do so

Third Parties (eCubed) will

- Provide support in terms of the advocacy of the PYEI-BEEI
- Provide support in terms of the training of the PYEI-BEEI
- Provide support in terms of the surveys for the PYEI-BEEI
- Provide support in terms of the communicating to the assistants and schools that participate in the PYEI-BEEI

NGOs

- The Provinces are encouraged to work with local NGOs when implementing the training activities
- The training should be decentralised per district, meaning NGOs and partners should be considered according to the districts that they usually work with.

Roles that the NGOs could play in the project:

- Assist the Province to strategise and plan around implementation
- Work collaboratively with the province and districts through the lead NGO, including:
- Identify the human resources available in provinces to manage the training of youth
- Support districts in all key aspects of the project
 - a. Recruiting: work at a provincial and district level to support the department with candidate data bases; advertising; interviewing; contracting; placement
 - b. Training: support the province and districts with orientation training
 - c. Support: where NGO has a footprint, support the reading champions to implement the

programme in schools and in communities

- d. Monitoring: where NGO has a footprint, monitor the work of the reading champions against agreed upon indicators in relation to the programme contents
- e. Reporting: develop monthly qualitative and quantitative reports with input from the provinces

APPROVED