



DEPARTMENT OF EDUCATION

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Contact No: 053 874 7221
Reference: PYEI
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TO: DISTRICT DIRECTORS

DISTRICT HR MANAGERS

UNIT HEAD CCR

CIRCUIT MANAGERS

SCHOOL PRINCIPALS

SGB CHAIRPERSONS

SMT MEMBERS

SUBJECT: IMPLEMENTATION OF PHASE IV OF THE PYEI- BEEI – RECRUITMENT MANAGEMENT PLAN

This communiqué is with reference to the implementation of Phase IV of the Basic Education Employment Initiative, to employ Education Assistants (EAs) and General School Assistants (GSAs).

In terms of the Recruitment Management Plan, the advert of Phase IV of the PYEI-BEEI was issued by DBE via the SAYOUTH.mobi on **26 September 2022 until 16 October 2022**. All potential applicants were informed accordingly via various media platforms.

The table below provides a management plan for the recruitment and implementation of phase (IV) of the Presidential Youth Employment Initiative in 2023.

CRITICAL ACTIVITIES PLANNED FOR RECRUITMENT AND APPOINTMENTS FOR PHASE IV			
ACTIVITY	TIMELINE	CHANNEL	BY WHO
1. Advocacy and advertisement	1 September 2022 – 16 October 2022	<ul style="list-style-type: none"> • SA Youth mobi. • Social Media Platforms. • Local radio stations. 	<ul style="list-style-type: none"> • Primary: SA Youth. • Secondary:



CRITICAL ACTIVITIES PLANNED FOR RECRUITMENT AND APPOINTMENTS FOR PHASE IV			
ACTIVITY	TIMELINE	CHANNEL	BY WHO
		<ul style="list-style-type: none"> • Local newspapers • Local Libraries • Community Halls 	<ul style="list-style-type: none"> ➤ DBE Communicators and other Officials. ➤ PEDs Communicators and other Officials. ➤ eCubed ➤ Schools
2. SA Youth applications.	26 September 2022 – 16 October 2022	<ul style="list-style-type: none"> • SA Youth mobi. • Social Media Platforms. • Local radio stations. • Local newspapers. 	<ul style="list-style-type: none"> • SA Youth. • DBE Communicators and other Officials. • PEDs Communicators and other Officials. • eCubed. • SGBs. • SMTs. • QLTC.
3. NCDOE Orientation of officials.	18 – 19 October 2022	Face to Face	PED and Districts
4. NCDOE Orientation of Principals, SMTs, SGBs	24 - 28 October 2022	Face to face and Google meet	PED and Districts
5. Selection/sifting.	17 October 2022 – 4 November 2022		<ul style="list-style-type: none"> • Primary: SA youth/Harambee
6. Checking of the List against DHA, DSD, SAPS, DBE / NSFAS	4 November 2022	emails	<ul style="list-style-type: none"> • DBE and PEDs
7. Sending of Harambee list of applications and Departmental allocations to schools	17 October 2022 – 4 November 2022	emails	<ul style="list-style-type: none"> • Primary: SA Youth Secondary: PEDs and Districts
8. SMT and SGBs form Interview panels.	4 November / December 2022	<ul style="list-style-type: none"> • At the school. 	<ul style="list-style-type: none"> • Primary: SGB and SMTs ➤ Secondary: PEDs and Districts
9. SMT and SGBs sift and shortlist qualifying candidates.	4 November / 9 December 2022	<ul style="list-style-type: none"> • At the school. 	<ul style="list-style-type: none"> • Primary: SGB and SMTs ➤ Secondary: PEDs and Districts
10. SMT and SGBs *invite shortlisted candidates and interview and recommend for placement. (First Cohort: Curriculum Assistants, Reading Champ, eCadres and Care and Support Assistants (CSA))	4 November / 9 December 2022	<ul style="list-style-type: none"> • At the school. 	<ul style="list-style-type: none"> • Primary: SGB and SMTs ➤ Secondary: PEDs and Districts
11. The successful candidates should be informed to go online and complete the compulsory Generic Orientation, Digital Literacy, Online	1 – 9 December 2022	<p>At the schools, using the school Wi-Fi to access Ecubed</p> <p>They can access these by going on 060 060 3333 and</p>	<p>Primary: Principal, SGBs and SMTs.</p> <ul style="list-style-type: none"> ➤ successful candidates

CRITICAL ACTIVITIES PLANNED FOR RECRUITMENT AND APPOINTMENTS FOR PHASE IV			
ACTIVITY	TIMELINE	CHANNEL	BY WHO
Safety Training and National School Safety Framework (NSSF).		send the word “Hi”, then start with orientation.	
12. Monitoring visits by DBE and PEDs	November / December 2022	<ul style="list-style-type: none"> • Physical visit. • Telephonic surveys. • Ms Teams Survey. • NDMS survey. 	<ul style="list-style-type: none"> • DBE / PEDs / Districts / Circuits.
13. School Admin Capture approved candidates on National Data Management System (NDMS) and upload the signed list of recommended candidates. (Curriculum Assistants, Reading Champ, eCadres and Care and Support Assistants (CSA))	1 – 9 December 2022	NDMS	<ul style="list-style-type: none"> • Primary: Bhelela Tech & School <ul style="list-style-type: none"> ➤ Secondary: DBE, PEDs and Districts
14. School Principal / SGB chairperson Approve on NDMS.	1 – 9 December 2022	<ul style="list-style-type: none"> • NDMS 	<ul style="list-style-type: none"> • Primary: Bhelela Tech & School <ul style="list-style-type: none"> ➤ Secondary: DBE, PEDs and Districts
15. Schools Quality assure the uploaded lists if the people qualify.	1 – 9 December 2022	<ul style="list-style-type: none"> • NDMS 	<ul style="list-style-type: none"> • SGBs and SMTs.
16. Candidates are offered contracts to sign. (Curriculum Assistants, Reading Champ, eCadres and Care and Support Assistants (CSA))	23 – 31 January 2023	At the school.	<ul style="list-style-type: none"> • SMTs/SGBs.
17. Candidates are offered job descriptions to sign and copy of code of conduct. (Curriculum Assistants, Reading Champ, eCadres and Care and Support Assistants (CSA))	23 – 31 January 2023	At the school.	<ul style="list-style-type: none"> • SMTs/SGBs.
18. All schools submit verified required documents to appoint assistants to Districts	16 – 31 January 2023	Circuits	<ul style="list-style-type: none"> • Principals / SGB / Circuits/ Districts.
19. Orientation of youth. (Curriculum Assistants, Reading Champ, eCadres and Care and Support Assistants (CSA))	16 – 31 Jan 2023	Google Meet.	<ul style="list-style-type: none"> • PEDs / Districts / circuits.

CRITICAL ACTIVITIES PLANNED FOR RECRUITMENT AND APPOINTMENTS FOR PHASE IV			
ACTIVITY	TIMELINE	CHANNEL	BY WHO
<p>20. Candidates are orientated on school ethos. (Curriculum Assistants, Reading Champ, eCadres and Care and Support Assistants (CSA))</p>	Dec 2022 – 31Jan 2023	At the school.	<ul style="list-style-type: none"> • SMTs.
<p>21. Official starting Date for First Cohort of youth in schools. % of candidates (Curriculum Assistants, Reading Champ, eCadres and Care and Support Assistants (CSA))</p>	1 Feb 2023 to 30 Sept 2023	At the school	<ul style="list-style-type: none"> • DBE/ PEDs / Districts / circuits.
<p>22. Candidates are assigned mentor/supervisor. (Curriculum Assistants, Reading Champ, eCadres and Care and Support Assistants (CSA))</p>	1 February 2023	At the school.	<ul style="list-style-type: none"> • Assistants / SMTs.
Interviews for (Handyman, SEA, and Curriculum Assistants where applicable)	Interviews for (Handyman, SEA, and Curriculum Assistants where applicable)	Interviews for (Handyman, SEA, and Curriculum Assistants where applicable)	Interviews for (Handyman, SEA, and Curriculum Assistants where applicable)
<p>23. Interview panels reconvene SMT and SGBs *invite shortlisted candidates and interview and recommend for placement. (Handyman, SEA, and Curriculum Assistants where applicable) that will start in May 2023</p>	12 – 21 April 2023	At the school	<ul style="list-style-type: none"> • Primary: SGB and SMTs Secondary: PEDs and Districts
<p>24. The successful candidates should be informed to go online and complete the compulsory Generic Orientation, Digital Literacy, Online Safety Training and National School Safety Framework (NSSF). (Handyman, SEA, and Curriculum Assistants where applicable)</p>	12 – 21 April 2023	<p>At the schools, using the school Wi-Fi to access Ecubed</p> <p>They can access these by going on 060 060 3333 and send the word “Hi”, then start with orientation.</p>	<ul style="list-style-type: none"> • Principal, SGBs and SMTs. • successful candidates

CRITICAL ACTIVITIES PLANNED FOR RECRUITMENT AND APPOINTMENTS FOR PHASE IV			
ACTIVITY	TIMELINE	CHANNEL	BY WHO
25. School Admin Capture approved candidates on National Data Management System (NDMS) and upload the signed list of recommended candidates. (Handyman, SEA, and Curriculum Assistants where applicable)	17 – 21 April 2023	NDMS	<ul style="list-style-type: none"> Principal, SGBs and SMTs.
26. School Principal / SGB chairperson Approve on NDMS.	17 – 21 April 2023	NDMS	<ul style="list-style-type: none"> Primary: Bhelela Tech & School Secondary: DBE, PEDs and Districts
27. Schools Quality assure the uploaded lists if the people qualify.	17 - 21 April 2023	NDMS	<ul style="list-style-type: none"> Primary: Bhelela Tech & School Secondary: DBE, PEDs and Districts
28. Candidates are offered contracts to sign (Handyman, SEA, and Curriculum Assistants where applicable)	17 -21 April 2023	NDMS	<ul style="list-style-type: none"> SGBs and SMTs.
29. Candidates are offered job descriptions to sign and copy of code of conduct (Handyman, SEA, and Curriculum Assistants where applicable)	17 – 21 April 2023	At the school.	<ul style="list-style-type: none"> SMTs/SGBs.
30. All schools submit verified required documents to appoint assistants to Districts	17 – 26 April 2023	Circuits	<ul style="list-style-type: none"> Principals / Circuits/ Districts.
31. Candidates are orientated on school ethos. (Handyman, SEA, and Curriculum Assistants where applicable)	17 – 26 April 2023	At the school	<ul style="list-style-type: none"> SMTs.
32. Orientation of youth. (Handyman, SEA, Handyman, SEA, and Curriculum Assistants where applicable)	24 April – 5 May 2023	Google Meet	<ul style="list-style-type: none"> PEDs / Districts / circuits.
33. Official starting Date for the Second Cohort of youth in schools.	1 May 2022 - September 2023	At the school.	<ul style="list-style-type: none"> SMTs. and SGBs

CRITICAL ACTIVITIES PLANNED FOR RECRUITMENT AND APPOINTMENTS FOR PHASE IV			
ACTIVITY	TIMELINE	CHANNEL	BY WHO
(Handyman, SEA, and Curriculum Assistants where applicable)			
34. Candidates are assigned mentors/supervisors.	1 May 2023	At the school.	<ul style="list-style-type: none"> • Assistants / SMTs.

Schools are advised to take note of the following during the recruitment process, the overarching principles that need to be adhered to are:

- (i) The EAs and GSAs should come from the community where the school is located (prior to application);
- (ii) Schools are discouraged from NEPOTISM; therefore, discouraged from advantaging youth related to staff members, SGB members, any departmental official (Circuit, District, Provincial or National), local chiefs or councillors. The officials should recuse themselves from the process of shortlisting and interviews, to allow fairness and credibility of the process;
- (iii) To ensure that the initiative reaches as many households as possible, and that many receive the training and exposure of the work experience, the youth that were placed in schools in all three phases (Phase I, II and III) should not be appointed in Phase IV;
- (iv) To ensure that there is a fair distribution of appointments within the local community, it would be preferable where possible to limit appointment to one per household (e.g., where more than one application is received from one household, the appointing committee must consider and recommend only one person for appointment);
- (v) EAs should be unemployed youth between the ages of 18 – 34, not in education, employment, or training (NEET); Youth placed should not be studying, but all graduates should be considered and prioritised.
- (vi) **EAs category will include – Assistants** that are placed to assist with Curriculum, Reading Champions, eCadres/ICT and Care and Support Assistants;
- (vii) EAs should be in possession of a minimum of an NQF Level 4 qualification, however an NQF Level 7 above will be an added advantage;
- (viii) GSAs will be placed to assist with Infrastructure Maintenance as Handymen or women as well as those that will be assisting with extracurricular activities as Sport Enrichment Assistant;
- (ix) For GSAs, matric/grade 12 or NQF Level 4 qualification is NOT a requirement; however, having such a qualification or higher will be an added advantage;
- (x) For Handymen/women, applicants with qualifications in construction OR the built environment should be prioritised;
- (xi) For SEA, applicants with qualifications in sports should be prioritised;

(xii) Both EAs and GSAs at a school for LSEN may be an unemployed person living with a disability in NEET, from 18 years and up to 39 years old. The schools working with the SGB should determine the suitability of such a person to work with LSEN;

(xiii) In selecting suitable candidates, consideration should be made to prioritise female applicants and people living with disabilities (the project is targeting 2% for placement of youth living with disabilities and 65% females).

Schools are also hereby informed that the department will continue to use the Persal system to process the stipends and payment of UIF for the EAs and GSAs in Phase (IV).

Your participation and continued support in the implementation of the PYEI project is highly appreciated.

Kind Regards



MS. M. MARAIS

HEAD OF DEPARTMENT