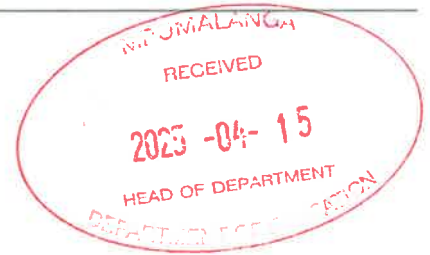




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**TO ALL: SENIOR – AND MIDDLE MANAGERS
DISTRICT MANAGEMENT
CIRCUIT COORDINATION
CIRCUIT MANAGERS
SCHOOL PRINCIPALS
SCHOOL GOVERNING BODIES AND PARENTS
ORGANISED LABOUR**

CIRCULA NO 15 OF 2025

**SUBJECT: APPOINTMENT OF EDUCATION ASSISTANTS AND GENERAL
SCHOOL ASSISTANTS IN PHASE V OF THE PRESIDENTIAL
YOUTH EMPLOYMENT INITIATIVE - BASIC EDUCATION
EMPLOYMENT INITIATIVE**

PURPOSE

The purpose of this circular is to inform schools and other stakeholders on implementation of Phase V of BEEI-PYEI. The circular also seeks to confirm the appointment of Education Assistants and General School Assistants who will participate in the project.

DISCUSSION

The Basic Education Employment Initiative (BEEI) Phase V will be implemented in the 2025/26 financial year. Phase V is funded by National Treasury as well as the Department of Employment and Labour, through the Unemployment Insurance Fund (UIF). National Treasury has allocated R 103 406 860 for implementation of the initiative and the funds will be used to create **3 955** job opportunities, and the payment of stipends will be managed by schools through the transfer of funds to schools by the Head of Department.

The UIF is allocating R 338 876 615 for the creation of **13 540** job opportunities. Payment of stipends will be processed via Kwantu Payment Solution under Independent Development Corporation (IDC). Schools will capture all Assistants on Kwantu system, indicating which of the assistants are paid by IDC and which ones are paid by the school. Schools will receive allocation letters indicating the number of posts.

PROJECT IMPLEMENTATION

- ✓ EA and GSA posts will be advertised by Harambee on **SAYouth.mobi** (data free Mobi website) between 22 April and 09 May 2025.
- ✓ Schools and Districts are required to ensure that information is made available to the communities where the schools are situated.
- ✓ Within 5 days from the closing date for applications, Schools will receive the schedule of applications via the District Office. This schedule must be utilized for the shortlisting and interviews. It must be noted that the payment systems will reject the appointments of any persons not selected from this schedule so therefore walk-in applications will be prohibited. Below is a summary of the requirements:

- Youth at age 18 – 34 years (18 years or above when applying, or 34 turning 35 on or before 31 March 2026 (**Born on or after 1 April 1991**) for mainstream schools and up to 39 years turning 40 on or before 1 April 2026 for LSEN Schools (**born on or after 1 April 1986**).
- Youth residing 5 km around the location of the school (30 km for farm and rural schools ONLY)
- One opportunity per household
- Meet requirements per category and sub-category applied for
- Youth, NOT in Education, NOT in Employment, NOT in Training (NEET) on either part time or full-time basis
- Youth studying teaching qualification at distance or online learning even if they are funded by government for studies
- Youth NOT receiving government grants for own self. Applicants receiving a disability grant will be eligible
- Youth NOT receiving any other form of STIPEND, WAGE or SALARY
- Youth NOT in a Learnership
- Youth not double dipping in another programme of the Government (e.g. Learner Support Agents, Care and Support Agents, Food Handler, Bus Controllers, Screeners, etc.)
- Youth WITHOUT criminal record/s
- Youth that was not unfairly advantaged above others due to their relations to staff members (SMT or SGB)
- Youth that have a valid South African Identity Book/Card/Passport
- Youth NOT conducting business with the State

The categories of job as well as the specific requirements for each position as contained in the table below:

FUNCTIONAL AREA	MINIMUM REQUIREMENT	MATRIC and NQF 7	Added Advantage
Curriculum Assistant – Supporting Teaching & Learning in the classroom	at least 40% achievement in the subject they will be supporting the teacher. Having a teaching qualification should serve as an added advantage	Yes	Teaching Qualification in gate way subjects
Reading Champion	should have passed LoLT of the school as a subject at Matric level and have an expressed or demonstrated passion for reading.	Yes	Teaching Qualification in languages
eCadres / ICT Assistant	should have passed IT as a subject in Matric OR have a qualification in IT OR a certificate course in IT.	Yes	Certificate or Diploma in IT
Care & Support Assistant (CSA)	should have passed matric have the love for care and support for people (learners); having Social or Psychology qualification should serve as an added advantage	Yes	Certificate in Child and Youth Care worker
Handyperson	should have interest in infrastructure related jobs environment.	No	Trade certificate
Sports & Enrichment Assistant (SEA)	Should have interest in sports or enrichment programmes such as music	No	Sports Certificate Music Certificate
Laboratory Assistant	Matriculation certificate with science subjects	Yes	Bachelor's/ Diploma with Science Subjects
Workshop Assistant	Matriculation certificate with Engineering Subjects (preferably from a Technical High School or Technical College)	Yes	Artisan qualification, Bachelor's/ Diploma with Engineering Subjects

- ✓ Graduates of teaching qualifications including youth studying towards teaching qualification at distance or online learning are encouraged to apply as preference must be given to these applicants for positions.
- ✓ Assistants nominated for appointment at No fee Schools and LSEN Schools will be captured onto the Kwantu System and their contract will also be for a six (6) month period commencing from **2 June 2025 to 30 November 2025**. Capturing on Kwantu is mandatory and schools that do not capture their assistants will not receive funds for payment of stipends.

- ✓ Head Office, Districts, Circuits, Schools, and other stakeholders are required to advise and assist applicants to register and apply online:
 - Register or login with SA Youth.mobi for free using the link www.sayouth.mobi
 - Complete all questions to see jobs at the schools closest to them.
 - Tap on the job interested in and click APPLY.
 - Use a correct ID Number to Apply.

ALLOCATION OF POSTS

In-keeping with the priorities of the 7th Administration, all Primary and Combined Schools must appoint at least two (2) Reading Champion for Foundation Phase to support Languages depending on the number of post allocations and at least one (1) Curriculum Assistants concentrated to support Languages, Mathematics, Science, Technology and high enrolment subjects. Where General School Assistant (GSA) posts are allocated, the school should prioritize the appointment of at least one Handyperson. In addition, every school must appoint an e-Cadre to assist with, amongst others, the administrative duties related to BEEI at the school, Care and Support Assistant to assist teacher identifying learners that may be in distress, a Sport and Enrichment Assistant to support participation of learners in sporting activities. The remaining posts may be used for the appointment of other categories or add more Reading Champions or Curriculum Assistants in accordance with the needs of the school as well as the eligibility of the candidates.

Table 1: Summary of allocation for the province

DISTRICT	Q1 – Q3		LSEN SCHOOLS		TOTAL	
	EA	GSA	EA	GSA	EA	GSA
Bohlabela	2934	1129	12	6	2946	1135
Ehlanzeni	3007	1110	19	9	3026	1119
Gert Sibande	3039	1151	42	21	3081	1172
Nkangala	3588	1372	35	21	3623	1393
Total	12568	4762	108	57	12676	4819

SELECTION AND PLACEMENT

The selection and placement process will be managed at the school by the SGB. Below is a summary of the process that will be followed: A detailed management plan on the selection and placement process, as well as the Implementation Framework are attached for guidance:

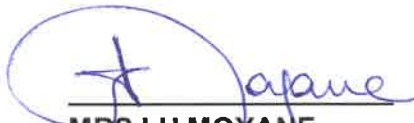
- I. Allocation of posts by Head Office and Districts.
- II. Orientation of schools on the implementation of Phase V.
- III. Schools receive list of applicants from Harambee / Head Office / Districts / Circuits.
- IV. Appointment of panel members for shortlisting and interviews.

- V. Schools to shortlist candidate from the list of applicants received from SA Youth.
- VI. Appoint successful candidates.
- VII. Circuits and districts to monitor, support and verify the assistants being appointed.
- VIII. Schools capture appointed candidates on Kwantu Payment System.**
- IX. Candidates offered contracts and job descriptions.
- X. Orientation of Assistants on School Ethos, NSSF and School Safety.
- XI. Orientation of Assistants on roles and responsibilities
- XII. Training of Assistants
- XIII. Payment of stipends
- XIV. Managing attendance and performance of Assistants.

PAYMENT OF STIPEND

The Assistants will be remunerated a monthly stipend of R4000. There will be a deduction of one per cent from the monthly stipend for Unemployment Insurance Fund (UIF), which is payable to the Department of Employment and Labour, together with one percent (1%) of employer contribution of UIF. A pro rata stipend will be payable where the Assistant does not work for the full month and the amount payable will be calculated using a rate of R132,82 per day. The Assistants will also receive R30.00 per month for the purchase of data. This is for the purpose of accessing mandatory online training. The participation and completion of this online training will be closely monitored. Assistants will be required to sign the contract containing their terms and conditions, the Job Description and Code of Conduct. Attached, please find plan to manage recruitment and appointment of Assistants and the draft implementation framework.

Your support in the implementation of PYEI-BEEI is highly appreciated.


MRS LH MOYANE
HEAD: EDUCATION

DATE: 17/04/2025