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DEPUTY DIRECTORS GENERAL
CHIEF DIRECTORS - DISTRICT OPERATIONS MANAGEMENT
DISTRICT DIRECTORS
CES'S - CIRCUIT MANAGEMENT
CIRCUIT MANAGERS
HEAD OFFICE AND DISTRICT HUMAN RESOURCES MANAGERS
HEAD OFFICE AND DISTRICT FINANCE MANAGERS
DEPUTY DIRECTORS - NSNP
ASSISTANT DIRECTORS COORDINATING NSNP IN DISTRICTS
ALL NSNP STAFF AT HEAD OFFICE AND DISTRICTS
ALL PRINCIPALS AND SGB'S OF FEEDING SCHOOLS
ALL RELEVANT STAKEHOLDERS

KZN NSNP CIRCULAR NO. 113 OF 2022

SUBJECT: RECRUITMENT OF NEW VOLUNTEER FOOD HANDLERS (VFHS) TO PREPARE MEALS FOR LEARNERS IN SCHOOLS PARTICIPATING IN THE NATIONAL SCHOOL NUTRITION PROGRAMME (NSNP) FOR THE PERIOD OF TWENTY FOUR (24) MONTHS BEGINNING FROM 01 APRIL 2023 TO 31 MARCH 2025

1. The National School Nutrition Programme (NSNP) seeks to contribute to the improvement of education quality and general health by providing nutritious meals to learners in targeted public ordinary and special schools.
2. The programme also seeks to contribute to the enhancement of work opportunities for the un-employed parents/legal guardians of learners by employing them as Volunteer Food Handlers (VFHs) to prepare meals for the learners in schools participating in NSNP.
3. In line with the National Guideline and the KZN NSNP provincial policy as reviewed in 2019, Volunteer Food Handlers (VFHs) in NSNP should be contracted for a period of **24 months** equivalent of **TWO** consecutive financial years in order to promote the principle of rotation and equal opportunities for un-employed community members who are parents/guardians of learners in schools participating in NSNP.
4. The current contracts of VFHs in the National School Nutrition Programme (NSNP) commenced on 01 April 2021 and will end on 31 March 2023.
5. In light of the above, this circular serves to inform School Principals, School Governing Bodies (SGBs) and School Management Teams (SMTs) of all schools participating in NSNP as well as all relevant stakeholders in the NSNP that the recruitment of New Volunteer Food Handlers for the new contract period that will begin on **01 April 2023 and ending 31 March 2025** should now commence in all participating schools with the exception of special schools in line with the attached **Management Plan and the NSNP Volunteer Food Handlers Recruitment and Selection Guidelines** which must be strictly adhered to.
6. In terms of this circular and the applicable guidelines, special note should be taken of the following for eligibility and exclusion purposes:



SUBJECT: RECRUITMENT OF NEW VOLUNTEER FOOD HANDLERS (VFHS) TO PREPARE MEALS FOR LEARNERS IN SCHOOLS PARTICIPATING IN THE NATIONAL SCHOOL NUTRITION PROGRAMME (NSNP) FOR THE PERIOD OF TWENTY FOUR (24) MONTHS BEGINNING FROM 01 APRIL 2023 TO 31 MARCH 2025

- a) Persons that will be Parents/Legal Guardians of learners in the year of commencement of the new contract (i.e. 2023) and who are between the ages of 18 to 55 years old and with a valid South African Identity Document are eligible to apply for the VFH job in NSNP.
- b) Parents/Legal guardians of learners who are employed in any state/government department or public entity/agency and/or any other community projects such as EPWP or CPWP or SPWP etc. and who are direct beneficiaries or recipients of state pension or assistance from social security systems (except for child support or foster-care grant) are **not** eligible to apply for the VFH job in NSNP.
- c) Current VFHs that will have served 24 months and/or equivalent of two financial years on 31 March 2023 are **not** eligible to apply for the VFH job in NSNP irrespective of the school/s they were serving in.
- d) Persons currently employed as Volunteer Food Handlers (VFHs) in any school participating in NSNP that will have served for a period not exceeding 12 months and/or equivalent of one financial year on 31 March 2023 are eligible to apply if they so wish and providing, they still meet the requirements.
- e) Notwithstanding point (d) above, the fact that a person was a Volunteer Food Handler for period less than 12 months or equivalent of one financial year, if they do apply, should not be a guarantee or assumption that they will automatically be re-employed by the school for whatever reason.
- f) Parents/legal guardians of learners may apply to more than one school if they so wish without being discriminated against providing, they will have children in those schools in the year 2023 to increase their chances of being employed.
- g) Parents/Legal guardians of learners who are **current serving SGB members are not eligible to apply** for the VFH job irrespective of the school (s) they are serving in as SGB members.
- h) In all the above, schools are required to ensure that they conduct the process in a fair and transparent manner in line with the guidelines and this circular to promote equal opportunity for all eligible applicants.
7. To initiate the process, schools must issue the notice of advertisement in IsiZulu or English (whichever is applicable) herein attached as Annexure 2 for the Volunteer Food Handler opportunity.
8. The notice of advertisement must be distributed as widely as possible to all eligible persons (i.e. un-employed parents or legal guardians of learners) using available means of dissemination including but not limited to school notice boards, announcement in the school assemblies for the learners, convening special parents' meetings to announce the opportunity, issuing copies of adverts to learners to give to their parents/guardians at home etc.
9. To this effect, Volunteer Food Handlers who will be exiting the system after 31st of March 2023 should be advised of their UIF benefits, and as such be assisted by their schools in completing and submitting the relevant documentation to the relevant NSNP District Offices or directly to the UIF Offices of Department of Employment and Labour within six months of their exit.
10. While the recruitment process and recommendations of the new Volunteer Food Handlers will be conducted at the school level however, all appointments will be processed and effected at the district level subject to the verification of documents and confirmation of NSNP Approved enrolment for 2023/24 financial year.
11. The VFH Enrolment Sliding Scale below determines the number of Volunteer Food Handlers to be appointed per school up to a maximum of eight (8) VFHs:



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NSNP Approved Enrolment	Number of VFHs
1 – 200	1
201 - 400	2
401 – 600	3
601 - 800	4
801 - 1000	5
1001 - 1200	6
1201 – 1600	7
1601 AND ABOVE	8

12. The following applicable documents are herewith attached for use by all participating schools in the the recruitment and selction of New Volunteer Food Handlers in the National School Nutrition Programme (NSNP) for the period beginning **01 April 2023 to 31 March 2025**:
- NSNP VFH Recruitment & Selection Guidelines [Annexure 1].
 - VFH Standard Advert (IsiZulu and English versions) together with Management Plan [Annexure 2].
 - VFH Z83 Application Form for Employment [Annexure 3].
 - VFH School Nomination & Evaluation Form (Annexure 4).
 - VFH Checklist of documents (Annexure 5).
13. All partiicipating schools in NSNP (excluding special schools) must submit documentation for recommended Volunteer Food Handlers to the District NSNP Office via Circuit Managers by not later than **24 November 2022** as per the attached Management Plan.
14. **NB:** The Terms of Engagement (Contracts) for new Volunteer Food Handlers will be issued during the month of February 2023 and will have to be strictly signed with the Volunteer Food Handlers whose appointment willll have been confirmed by the Department subject to verification of information and confirmation of NSNP approved enrolment that will be issued to all participating schools on or before the 31st of March 2023.

Kindly bring the contents of this circular to all concerned.

Mr. GN Ngcobo
Head of Department: Education

Date: 18/10/22



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**NATIONAL SCHOOL NUTRITION PROGRAMME (NSNP)
VOLUNTEER FOOD HANDLERS (VFHS) RECRUITMENT & SELECTION GUIDELINES
PERIOD: 01 APRIL 2023 TO 31 MARCH 2025**

1. Background

- a) National School Nutrition Programme (NSNP) apart from providing learners in schools with nutritious meals, it also contributes to the enhancement of work opportunities for the un-employed parents/legal guardians of learners by employing them as Volunteer Food Handlers (VFHs) to prepare meals for the learners in the schools participating in the programme.
- b) Volunteer Food Handlers (VFHs) are engaged by schools to prepare and serve meals to learners on feeding days calendar throughout the year.
- c) VFHs are also responsible for cleaning the preparation areas and maintaining a high level of personal hygiene.
- d) VFHs permitted normal working hours in KZN province is 5 hours per day and 25 hours per week.

2. Eligibility and Exclusions:

- a) Persons that will be Parents/Legal Guardians of learners in the year of commencement of the new contract (i.e. 2023) and who are between the **ages of 18 to 55 years old** are eligible to apply for the VFH job in NSNP
- b) Parents/Legal Guardians of learners must be **South African citizens with a valid SA ID** to be eligible for VFH job in NSNP.
- c) Parents/Legal Guardians of learners **must be strictly un-employed and not receiving any form of wages or salary** and/or not employed in any government or community project such as EPWP/CPWP/SPWP and/or any state department/agency or public entity to be eligible to apply.
- d) Parents/Legal Guardians of learners **must not be direct beneficiaries or recipients of state pension or assistance from social security systems** with the exception of child support grant or foster care grant for children under their care to be eligible to apply.
- e) Persons currently employed as **Volunteer Food Handlers (VFHs)** in any school participating in NSNP **that will have served a period not exceeding 12 months and/or equivalent of one financial year on 31 March 2023** are eligible to apply if they so wish and providing, they still meet the requirements.
- f) Notwithstanding clause (e) above, **the fact that a person was a Volunteer Food Handler for period less than 12 months or equivalent of one financial year, if they do apply, should not be a guarantee or assumption that they will automatically be re-employed** by the school for whatever reason.
- g) Persons currently employed as **Volunteer Food Handlers (VFHs)** in any school participating in NSNP **that will have served 24 months and/or equivalent of two financial years on 31 March 2023** are not eligible for the VFH job in NSNP when the new contract commences.
- h) Parents/Legal guardians of learners who are **current serving SGB members are not eligible to apply** for the VFH job irrespective of the school (s) they are serving in as SGB members.
- i) Parents/legal guardians of learners **may apply to more than one school** if they so wish without being discriminated against providing, they have children in those schools to increase their chances of being employed.
- j) In all the above, the process must be conducted in fair and transparent manner in line with these guidelines and the circular issued in respect of this recruitment process in order to promote equal opportunity for all eligible applicants.



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3. Application Process:

- a) The school must advertise the opportunity for the parents/ guardians of learners to apply for VFH job.
- b) The standard **VFH Advertisement (attached as Annexure 2)** in IsiZulu or English version whichever is applicable must be used to inform parents/guardians of learners of the VFH post(s) at the school.
- c) In order to ensure transparency and to promote equal opportunity for all eligible parents/guardians of learners, the school must distribute the notice of advertisement as widely as possible using available means including but not limited to school notice boards, announcement in the school assemblies for the learners, convening special parents' meetings to announce the opportunity, issuing copies of adverts to learners to give to their parents/guardians at home etc.
- d) The notice of advertisement should be **issued for a period not exceeding maximum fourteen (14) days** including weekends, and all applications must be received by the schools **not later than the closing date** as specified on both the advert and the management plan issued by the Department.
- e) Applications received by the schools after the closing date must strictly not be considered for whatever reason.
- f) Interested applicants should submit their applications on a new **Z83 Employment Form** (herein attached as **Annexure3**) which must be fully completed and signed by the applicant in her/his original signature.
- g) An applicant must attach **certified copy (not older than 3 months) of the valid SA ID** to her/his application and submit to the relevant school(s) for the attention of the school principal or the school's delegated official to receive VFH applications.

4. Evaluation and Selection Process [School Level]:

- a) The School Principal, SMT and the SGB should upon receipt of the circular/ official communique from the department to commence the recruitment and selection process for the New Volunteer Food Handlers in NSNP for the period starting from **01 April 2023 to 31 March 2025**, immediately form the school's selection committee and/or use current existing official selection committee at the school to evaluate applications for the VFH position(s) at the school.
- b) The school selection committee should conduct the shortlisting of suitable candidates in line with these guidelines and NSNP circular as well as both Z83 and the NSNP Evaluation & Nomination Forms for candidates that will be invited to the interviews.
- c) The shortlisted candidates for any school should **not exceed the maximum of 16 candidates** to be interviewed.
- d) All shortlisted candidates should be properly recorded on the Nomination Form and invited for Interviews.
- e) The school selection committee should, after shortlisting, immediately invite candidates for basic interview which should be guided amongst others by the criteria in the nomination form, duties to be performed etc.
- f) The school should indicate the basis for which the successful candidate(s) were selected using the criteria on the evaluation template and the performance of candidate in the interview as well as attach a summary of minutes (maximum 1 page) in respect of the recommended candidates.



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- g) Only successful and recommended candidates in accordance with school's NSNP Approved Enrolment ratio [VFH enrolment sliding scale] as depicted in the table here below (NB: not exceeding the maximum of 8 recommended candidates) should be submitted to the Department for processing of appointments:

NSNP Approved Enrolment	Number of VFHs
1 – 200	1
201 - 400	2
401 - 600	3
601 - 800	4
801 - 1000	5
1001 - 1200	6
1201 – 1600	7
1601 and above	8

- h) Recommended candidates should be listed on page 2 of the Nomination & Evaluation Form **in order of preference** (i.e. No.1 being the best performing candidate and last one being the least performing candidate in the interview).
- i) Interviews for the candidates should be conducted in the language of their choice without any prejudice.
- j) **Preference** in the evaluation of successful candidates should be given to:
- Parents/Guardians of learners who live close to the school.
 - Parents/Guardians of learners who are not currently engaged as VFH and/or will not have been engaged as VFH for a period exceeding 12 months on 31 March 2023.
- k) Parents/Guardians of learners in Grade 7 and Grade 12 should not be excluded from the evaluation process merely on the basis of the 24-month engagement period.

5. Submission of Documents to District Office via Circuit Management:

- a) Upon completion of the selection process at the school level, **the school should submit the following relevant documentation** (the copies of which should also be kept at the school for audit or filing purposes) **to the District Office via Circuit Manager** strictly on the date(s) specified in the Management Plan **in respect of the Volunteer Food Handlers recommended for appointment**):
- Fully completed and signed Nomination and Evaluation Forms.
 - Summary of the minutes (maximum 1 page) signed by all selection committee members tabulating the process and recommendation of suitable candidates).
 - Fully completed and signed Z83 Forms for recommended VFHs.



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- Certified copies of valid SA ID for recommended VFHs.
- Completed Bank Forms (application to pay salary into bank account) accompanied by the copy of a front and back of bank card for recommended VFHs.
- Documentation reflecting SARS tax reference number for recommended VFHs.
- If the Volunteer Food Handler was previously employed by any government/state department, public entity or agency; a letter of termination from the previous employer should also be attached. **NB:** Such termination letter should strictly be on official letter heads of the previous employing government/state department, public entity or agency clearly indicating the full names and surname of the VFH including Persal/Employment number where applicable.

6. Verification and Appointment Process of Volunteer Food Handlers (District Level):

- a) The abovementioned documents in paragraph (5) should reach the NSNP Section at the District Office not later than the date specified on the Management Plan (Annexure2).
- b) The NSNP Section at the District Office should upon receipt of documentation for recommended Volunteer Food Handlers (VFHs):
 - Check and verify documents for completion, correctness and in line with the requirements and guidelines.
 - Confirm the number recommended in terms of the VFH sliding scale based on the current approved enrolments
 - Compile database (on excel spreadsheet) of all recommended VFHs with the following specific details namely; surname & initials, ID number, contact number, school name and EMIS number.
- c) Prepare VFH files for submission to HRS for implementation of appointments on Persal. The files should strictly include all the documentation of recommended VFHs as outlined in paragraph 5(a) above.
- d) The NSNP Sections at District Offices should ensure that the copies of all the VFHs original documents submitted to HRS are also kept in their cabinets for future audit and filing purposes.
- e) The NSNP District Coordinator (Assistant Director) should oversee and ensure that the above process at the district in his/her section is conducted thoroughly and as efficient as possible.
- f) Upon completion of this process, the NSNP District Coordinator (Assistant Director) should submit/forward the original files of recommended VFHs for appointment together with their database captured on the excel spreadsheet to the Deputy Director of HRS at the District Office for the implementation of the appointments on PERSAL, who in turn should ensure the following that:
 - All recommended VFHs are provisionally appointed on PERSAL immediately when the relevant documents are received pending the final confirmation of NSNP new approved enrolment for 2023/24 financial year.
 - The authority dockets to Finance are prepared for the payments to be effected pending the confirmation of all appointments.
 - The Assumption of Duty (AOD) is received in respect of the incumbent before the authority docket is submitted to Finance.
 - Proper files are maintained.



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7. Contract/Engagement of Volunteer Food Handlers (VFHs)

- a) Volunteer Food Handlers should be contracted by the schools on behalf of the Department on a voluntary basis for a period of **24 months** (equivalent two consecutive financial years) **beginning from 01 April 2023 and ending 31 March 2025**.
- b) The contracts of Volunteer Food Handlers (VFHs) may under special circumstances and subject to the approval by the KZN Education Head of Department and a circular issued be renewed for a further fixed period not exceeding of 12 months.
- c) If a VFH is replaced part way through this period (i.e. between 01 April 2023 and 31 March 2025), then the new VFH should be engaged for the remainder period of the 24-month (2 year) contract without any variation.
- d) VFH's are paid a monthly stipend via the KZNDOE "Persal" system even though they are technically "volunteers" and not "employees".
- e) The stipend is subject to change in each financial year, and the monthly rate will be as determined by the National Department of Education in the Conditional Grant Framework (CGF).
- f) Engagement of VFHs by schools needs to be completed in time in order that they are able to commence their duties at the beginning of the new financial year (i.e. 01 April 2023).
- g) The school can only engage up to a maximum of eight (8) VFHs in line with the enrolment sliding scale ratio as issued by the Department.
- h) The "official" number of VFHs to be engaged by the school will be subject to the issuing of the *Approval of Budget Allocation Letter* which is determined based on the *"School NSNP Approved Enrolment"*.
- i) In the event that a school has engaged more VFHs than they are eligible for, then the school is obliged to correct the situation immediately. The school should use their best discretion and be guided by the evaluation criteria and order of performance of candidate (whichever will be applicable) to reduce the number of VFHs employed on par with the NSNP approved enrolment ratio.
- j) The school that has been merged or closed as a result of the Transformation of Schooling System (TSS) as implemented yearly by the Department is automatically disqualified to recruit, appoint and/or continue to have Volunteer Food Handler/s employed under it.
- k) Special Schools participating in the programme **do not qualify** to recruit or appoint Volunteer Food Handlers under NSNP funding allocation.

8. Training

- a) Compulsory Orientation of newly appointed VFH(s) should be conducted by all schools participating in the NSNP whether or not the Department has planned or carried out any training for new VFHs minimum focus areas on the following:
 - School file
 - Duty list of Volunteer Food Handlers
 - Simple menu as prescribed by the Department
 - Simple hygiene and safety practices in food and gas handling
- b) The school should assist VFHs to attend training workshops arranged by the Department and/or Department's partners in the implementation of NSNP.



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- c) The school should also inform VFHs of NSNP implementation changes and ensure that the VFH's are familiar with the contents of the various NSNP safety manuals including COVID-19 protocols on health, hygiene and safety practices.

9. Monthly Administration

- a) The value of the monthly VFH stipend is stipulated and determined annually in the Conditional Grant Framework (CGF).
- b) Volunteer Food Handler/s must sign payroll as issued by District HR office on a monthly basis to confirm that they have been paid (NB: this is also a requirement for both National Annual Evaluation of the programme and for audit purposes).
- c) The school has an **obligatory responsibility** to report to the Department (District Office) immediately if the payroll indicates any terminated or non-VFHs on the payroll (paid through NSNP stipend) in order for the payment to be halted immediately and/or the matter be investigated where necessary.
- d) NSNP Educator responsible should ensure that VFHs sign the **VFH Attendance Register** daily and submit to the district at end of each month together with other school's monthly NSNP submissions to the District Office.

10. APPROVAL

Approved by:	MR GN NGCOBO
Designation:	HEAD OF DEPARTMENT
Signature:	
Date:	



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DIRECTORATE:

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Human Resource Services
Enquiries:
Date: 23/09.2022

TO: CES: Circuit Management
Circuit Managers
Heads of Sections
Principals of all Schools
School Governing Bodies

NATIONAL SCHOOL NUTRITION PROGRAMME (NSNP)

ADVERTISEMENT FOR THE VOLUNTEER FOOD HANDLER WORK OPPORTUNITY

_____ School hereby invites applications from eligible parents/guardians of learners for the services of the Volunteer Food Handler (VFH) to prepare meals for the learners in the National School Nutrition Programme (NSNP) for a period of 24 months from **01 April 2023 to 31 March 2025**.

Applications must be made using new ***Z83 Application Form for Employment*** accompanied by a certified copies of a valid South African ID (not older than 3 months) and submitted to school for the attention of the Principal by not later than **04 November 2022**.

POSITION: Volunteer Food Handler (NSNP)

REMUNERATION : R1 712.00 (Stipend) plus R34.24 (2% UIF Contribution) per month

REQUIREMENTS: Applicant must be a parent or legal guardian of a learner/s at the School. Applicant must be a South African citizen with a valid ID. Applicant must be Unemployed and not be a direct beneficiary or recipient of state pension or assistance from social security systems. Applicant must be between the ages of **18 to 55 years**. Preference will be given to applicants who:

- Live close to the school
- Have not been engaged by the programme as a Volunteer Food Handler in the National School Nutrition Programme (NSNP) in the last two (2) years.

DUTIES: Prepare and serve nutritious meals to learners on time (i.e. later than 10:00am). Take cooked food to classes and help educators to serve learners in their classrooms. Ensure that all learners are able to wash their hands before and after the meal in the designated water facilities. Observe basic standards of health & hygiene and safety practices. Clean preparation areas, cooking equipment and cooking and eating utensils before and after use. Clean storage areas on a regular basis. Properly safe guard food stock including stock of all equipment and utensils under their care.

CLOSING DATE: **04 November 2022**



TO: CES: Circuit Management
Circuit Managers
Heads of Sections
Principals of all Schools
School Governing Bodies

NATIONAL SCHOOL NUTRITION PROGRAMME (NSNP)

ISIKHANGISO SETHUBA LOMSEBENZI WOMPHEKI OVOLONTIYAYO

_____ (School) simema izicelo zomsebenzi wokuba Umpheki Ovolontiyayo kubazali abafanelekile babafundi balesikole ukuphekela abafundi ngaphansi koHlelo lukaZwelonke Lokondliwa Ezikoleni kunkontileka yezinyanga ezingamashumi amabili anane (24) eqala ngomhlaka: **01 April 2023** iphele ngomhlaka **31 March 2025**.

Izicelo mazenziwe ngokugcwalisa **ifomu elisha lesicelo somsebenzi kuzikhungo zikahulumeni (Z83)** liphelekezelwe ikhophi kamazisi eqinisekisiwe (isiqinisekiso singabi ngaphezu kwezinyanga ezintathu). Isicelo masithunyelwe kuThisha Nhloko wesikole ngaphambi noma ngomhlaka **04 November 2022**.

UMSEBENZI: Umpheki Ovolontiyayo

UMHOLO: R1 712.00 (iholo ngenyanga) kanye no R34.24 (2% ofakwa ku UIF ngenyanga).

IMIBANDELA: Ofaka isicelo makube ngumzali womfundi/wabafundi bakulesikole. Makube isakhamuzi sase Ningizimu Africa esinomazisi osemthethweni. Makube ongaqashiwe ndawo nongatholi isibonelelo sikahulumeni esokuguga noma esaluphi uhlobo esizuya yena ngqo. Makabe phakathi kweminyaka yobudala esuka **ku18 iya ku 55 weminyaka**. Uyobhekelelwa kangcono kunabanye lowo :

- Ohlala eduzane nesikole.
- Ongakaze aqashwe phambilini njongoMpheki ngaphansi kwaloluhlelo lokondliwa ezikoleni ezinyangeni ezingamashumi amabili anane ezendlule.

IMISEBENZI YOMPHEKI: Ukupheka nokuphakela abafundi ukudla okunomsoco ngesikhathi esibekiwe (ngaphambi kwehora leshumi ekuseni). Ukuhambisa ukudla osekuphekiwe emagumbini okufundela noma ezindaweni abafundi abadlela kuzo kanye nokusiza othisha ekunikeneni abafundi ukudla. Ukuqinisekisa ukuthi bonke abafundi bahlanza izandla ngaphambi nangasemuva kokudla ezindaweni ezibekelwe abafundi ukuhlanza izandla. Ukuqikelela ukugcina imigomo ebekiwe yezempilo nenhlanzeko kanye nokuphepha. Ukuhlanza izindawo zokuphekela, izinsiza zokupheka, izitsha zokuphekela kanye nakho konke okukuphekela ngaphambi nangasemuva kokusetshenziswa. Ukuhlanza izindawo zokugcina ukudla ngezikhathi ezifanele kanye nokuqikelela ukugcina ngendlela efanele ukudla nempahla esetshenziswayo uma kulungiselwa abafundi ukudla.

USUKU LOKUVALWA KWEZICELO: 04 November 2022



NATIONAL SCHOOL NUTRITION PROGRAMME (NSNP)

MANAGEMENT PLAN FOR APPOINTMENT OF NEW VOLUNTEER FOOD HANDLERS (VFHS)			
NO	ACTION	RESPONSIBILITY	DATE
1.	Signing of Submission for Approval of the Recruitment of new Volunteer Food Handlers	NSNP Directorate and HOD	18 October 2022
2.	Issue of Circular and all relevant VFH Recruitment & Selection Documentation	NSNP District Coordinator	19 October 2022
3.	Meeting with District HR and Nutrition	NSNP AND HR Head Office Directorate	27 October 2022
4.	Closing Date for Applications to schools	VFH Applicants	04 November 2022
5.	Shortlisting of suitable candidates	School Selection Committees/SGB	07-09 November 2022
6.	Interviews	School Selection Committees/SGB	14-23 November 2022
7.	Submission of recommended candidates to Circuit office	Principal of Schools	24 November 2022
8.	Submissions of recommended candidates for all schools to NSNP District Office	Circuit Managers	30 November 2022
9.	Check, Validate and compile data base of all recommended VFHs in line with the requirements and guidelines	District Office (NSNP District Coordinator & Admin Staff)	01-15 December 2022
10.	Capturing of recommended VFHs for appointment on PERSAL	HR District Offices	09-31 January 2023
11.	Attending and resolving appointment queries	District HRS and NSNP	01-10 February 2023
12.	Confirmation of Approved Enrolments in line with the VFH Approved Sliding Scale	NSNP Head Office and NSNP District Coordinators	15 March 2023
13.	Confirmation of Appointment of VFH and final database of Appointed VFHs	HR District Offices	31 March 2023
13.	Assumption of duty at schools	All VFH Appointees	1 April 2023

NB: The above management plan is subject to change based on prevailing circumstances and upon the decision of the Head of Department

Mr. GN Ngcobo
Head of Department: Education

Date: 20/10/22

8- Each application for employment form must be duly signed and initialed by the applicant. Failure to sign this form may lead to disqualification of the applicant during the selection process.	C. CONTACT DETAILS AND MEDIUM OF COMMUNICATIONS				
	Preferred language for correspondence				
	Method for correspondence	Post	E-mail	Fax	Telephone
	Contact details (in terms of the above)				

D. SOUTH AFRICAN OFFICIAL LANGUAGE PROFICIENCY – state 'good', 'fair', or 'poor'					
	Languages (specify)				
Speak					
Write or read					

E. FORMAL QUALIFICATION⁷ (from highest to the lowest)		
Name of School/Technical College	Name of qualification obtained	Year obtained
Current study (institution and qualification):		

F. WORK EXPERIENCE (Also attach a detailed CV)⁸							
Employer (including current employer)	Post held	From		To		Reason for leaving	
		MM	YY	MM	YY		
If you were previously employed in the Public Service, is there any condition that prevents your re-appointment						Yes	No
If yes, Provide the name of the previous employing department and indicate the nature of the condition.							

G. REFERENCES		
Name	Relationship to you	Tel. No. (office hours)

DECLARATION	
<i>I declare that all the information provided (including any attachments) is complete and correct to the best of my knowledge. I understand that any false information provided will result in my application being disqualified or disciplinary action taken against me if I am appointed.</i>	
Signature:	Date:



NATIONAL SCHOOL NUTRITION PROGRAMME (NSNP)

VFH School Nomination and Evaluation Form: 01 April 2023 – 31 March 2025

District: _____
Circuit: _____
School Name _____
Enrolment: _____

Applicant Name and Surname	ID No.	Minimum requirements: (Indicate Yes or No where applicable)				Additional advantages: (Indicate Yes or No where applicable)		
		Parent/ Guardian	Certified SA ID	Age	Unemployed	Live Near School	Not Previously Engaged in NSNP	Other
1.								
2.								
3.								
4.								
5.								
6.								
7.								
8.								
9.								
10.								
11.								
12.								
13.								
14.								
15.								
16.								



NATIONAL SCHOOL NUTRITION PROGRAMME (NSNP)

VFH School Nomination and Evaluation Form: 01 April 2023 – 31 March 2025

List of Nominated VFHs to be engaged by the school (in order of preference):

1.	Name and Surname	ID No.	Basis for selection	<p>We hereby wish to confirm the engagement by the school of the listed volunteer food handlers:</p> <p>PRINCIPAL _____</p> <p>SGB CHAIRPERSON _____</p> <p>DATE _____</p>
2.				
3.	S. GSB	S. GSB		
4.				
5.				
6.				
7.				
8.				

SCHOOL STAMP

CIRCUIT STAMP

(Circuit Manager) Initials & Surname

Signature

Date



KWAZULU-NATAL PROVINCE

EDUCATION
REPUBLIC OF SOUTH AFRICA

NATIONAL SCHOOL NUTRITION PROGRAMME (NSNP) – VOLUNTEER FOOD HANDLERS

APPOINTMENT PERIOD: 01 APRIL 2023 – 31 MARCH 2025

DISTRICT CHECKLIST FOR CONFIRMATION OF VFH APPOINTMENT:		
DOCUMENTS	YES	NO
Assumption of duty		
Copy of the NSNP approval letter		
Z83 completed and signed by VFH		
Certified copy of ID		
Nomination and evaluation form signed by selection committee		
Bank Form (Application to pay salary into bank account)		
Certified copy of the front and back of the bank card		
Copy of the contract initialled In all pages signed by the principal and VFH		
Tax Reference number/SARS		
Letter of termination (if the VFH was previously employed by the government/state department/agency or public entity)		