



KWAZULU-NATAL PROVINCE

EDUCATION
REPUBLIC OF SOUTH AFRICA

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**TO: DEPUTY DIRECTORS-GENERAL
CHIEF DIRECTORS
DIRECTORS AT HEAD OFFICE & DISTRICTS
CIRCUIT MANAGERS
PRINCIPALS OF SCHOOLS
CHAIRPERSONS OF SCHOOL GOVERNING BODIES**

HRM CIRCULAR NO. 7 OF 2022

UPDATES FOR THE PRESIDENTIAL YOUTH EMPLOYMENT INITIATIVE (PYEI)

1. As part of the Presidential Youth Employment Initiative, participating schools were allocated posts of Education Assistant (EA) and General School Assistant (GSA) and the selection for appointment into these posts was restricted to only applicants who met the requirements and listed on the schedule provided by Harambee SAYouth. Youth who did not appear on the schedule are not eligible for appointment.
2. Principals are required to ensure that the total post allocation per school is strictly complied with. Schools are reminded that where necessary, GSA posts may be converted to EA. The reverse is not allowed. The conversions must be reported to the District Coordinator via the Circuit Manager so that the allocations may be amended accordingly on DMS.
3. The appointments of the EA and GSA have been captured on PERSAL based on the documentation submitted by schools and verified for compliance by the Circuit Managers. The Assistants are remunerated a monthly gross stipend of R3817.44 with a 1% deduction for UIF and this is payable on the last date of each month.
4. The Data Management System (DMS) must be utilised to capture all the relevant information of the Assistants and this must include personal details, attendance, training, performance assessments, etc. In this regard, the information must be captured by the person authorised as "Admin" and approved on DMS by the Principal. The capturing and approval of personal details of the Assistants must be finalised by **31 January 2022** and updated on a regular basis for any changes and in respect of attendance and performance assessments.
5. In instances where the services of the Assistant is terminated as a result of resignation, death or misconduct, the exit must be captured onto DMS and the documentary evidence for the exit/termination must be e mailed immediately to the Circuit Manager and the Deputy Director: HRSS at the District Office. The Deputy Director: HRSS must arrange for the termination of services and payment of the Assistant and ensure that no overpayment is incurred.
6. In respect of vacancies that may arise as a result of attrition, the same process must be undertaken for its filling as was initially followed. Where there are insufficient applicants on the schedule, the Circuit Manager must assist by sourcing of unsuccessful candidates on the schedules of neighbouring schools.
7. All assistants **MUST** attend formal training which is job specific. Some of the training sessions will be facilitated by external/private training providers. Principal of Schools are required to ensure that the Assistants are made aware and that they avail themselves to participate in the training. The DMS must be updated accordingly upon completion of the training.



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8. All Assistants must also participate in online courses offered through/by different partners of the Department of Basic Education. The KZN Department of Education is in the process of purchasing datasets to help Assistants cope with the demands/requirements of online learning. Circuit Managers and Principals must ensure that Assistants get information related to online learning. Successful completion of most of the online courses will result in Assistants getting Certificates of Completion.
9. The correct protocols must be followed in all PYEI matters (post allocations, appointments, terminations, capturing on DMS and training). In this regard, the queries must be raised with the Circuit Manager who must in turn communicate with the District Office where necessary.
10. Kindly ensure that the content of this Circular is brought to the attention of all employees.



DR M. B. MTHEMBU
ACTING HEAD OF DEPARTMENT: KZN EDUCATION

DATE