



## KWAZULU-NATAL PROVINCE

EDUCATION  
REPUBLIC OF SOUTH AFRICA

Private Bag X9137, Pietermaritzburg, 3200  
Ex NED Building, 228 Pietermaritz Street, Pietermaritzburg, 3201  
Tel: 033 846 5127

Directorate: Human Resource Services  
Enquiries: Mr A.B. Zwane  
Email : Bafana.Zwane@kzndoe.gov.za

**TO: DEPUTY DIRECTORS-GENERAL  
CHIEF DIRECTORS  
DIRECTORS AT HEAD OFFICE  
DISTRICT DIRECTORS  
PRINCIPALS OF SCHOOLS**

### HRM CIRCULAR NO. 71 OF 2020

#### EDUCATION EMPLOYMENT INITIATIVE

1. In an endeavor to mitigate the scourge of youth unemployment in South Africa, the Department of Basic Education (DBE) is introducing the Education Employment Initiative. This Initiative seeks to provide temporary employment of young people who are 18 to 35 years old who will in turn provide support to teachers in the classroom and the school in general.
2. Unemployed youth from within the community who are not currently in training or studying and who fulfill the requirements may apply for the positions of Education Assistant and General School Assistant
3. Education Assistants are not teachers, but they are administrators who provide support to and work under the supervision of a teacher. They will not be entrusted with teaching responsibilities. The work they do must be allocated and supervised by a teacher. Applicants who are unemployed but with a teaching qualification as well as other graduates with Mathematics, Science and ICT as major or secondary subjects must be given preference for such positions,
4. The General School Assistant positions may be further classified within the school into one or more of the following categories:
  - Administrative Assistant
  - Library Assistant
  - Cleaner
  - Screener
  - Janitor/Handy man
  - Safety Officer
  - Hostel Assistant (only for schools with hostel facilities)
5. The school will receive a sum total allocation of General School Assistant Post and may distribute this into positions in accordance with its needs. In so doing, it must be ensured that the distribution includes the existing volunteers within the school who are in receipt of a state paid stipend i.e. Screeners and School Safety Officer. The total post allocation must not be exceeded.
6. The attached advertisements must be utilised for recruitment purposes. Applications must be submitted by registering on [sayouth.datafree.co/p/dbe](http://sayouth.datafree.co/p/dbe) on or before the closing date of 18 November 2020. Applicants must, in addition to registering online, complete and hand deliver the attached application form to the school.



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7. Schools will receive a database of applications from SAYouth which will have to be utilised in undertaking expedited processes relating to selection and nomination. The suitable incumbents are to assume duty on 1 December 2020.
8. The incumbents to the positions will undergo induction and training as to ensure that they are not only an asset to the school but also would have gained skills and experience that will be of advantage to them in seeking future employment.
9. Kindly ensure that the content of this Circular is brought to the attention of all employees under your supervision.

**DR EVNZAMA**  
**HEAD OF DEPARTMENT: KZN EDUCATION**

DATE: 11/11/2020



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The Kwa-Zulu Natal Department of Education is initiating a drive to create contract employment opportunities for the unemployed youth who have an interest in education and the community in which they reside.

The Department is offering temporary **EDUCATION ASSISTANT** positions to the unemployed youth within the school community

### Duties/ tasks

Among other things, Education Assistants will be required to prepare the classroom for teaching and learning and ensure that teaching materials are available and ready for use. Provide support to learners during lessons, with homework classes and remedial classes. Assist learners with reading, maths and computer literacy. Provide coaching and/or other assistance for sporting activities.

### Requirements:

Candidates must:

- Be 18 to 35 years old;
- Possess a NQF level 4 qualification
- SAPS clearance certificate (criminal check)
- Testimonial

Added Advantage for candidates are:

- Unemployed qualified educators
- NQF level 6 or 7 qualification
- Qualification in Maths, Science and ICT
- Within 5km radius of the school
- Persons with disability

Good organisational and communication skills; flexibility and creativity; basic IT skills; enjoy working with children and young adults; patience, confidence and a compassionate attitude; ability to manage groups of learners and deal with challenging behaviour.

### Exclusions:

Candidates who are currently in full time training, employment or full-time studies full are not eligible.

### Remuneration

The stipend paid to assistants will be R3 500 per month before the deduction of 1% of UIF.

### Duration of employment:

1 December 2020 to 31 March 2021

### Closing date

The closing date is 18 November 2020

**Applications to be submitted by registering on [sayouth.datafree.co/p/dbe](http://sayouth.datafree.co/p/dbe). Applicants must, in addition to registering online, hand deliver applications to the school.**



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The Kwa-Zulu Natal Department of Education is initiating a drive to create contract employment opportunities for the unemployed youth who have an interest in education and the community in which they reside.

The Department is offering temporary **GENERAL SCHOOL ASSISTANT** positions to the unemployed youth within the school community

### Duties/ tasks

Among other things, GSA will be required to perform one of the following duties:

- Cleaner
- Screener
- Administrative Assistant
- Janitors/Handyman (infrastructure maintenance)
- Library Assistant.
- Safety Officer
- Hostel Assistant eg. Household/Food Services/Laundry Aid (*only applicable for schools with hostel facilities*)

Help school management team in maintaining an efficient, safe, secure and clean school and classroom environment; help with basic school infrastructure maintenance and keep records of maintenance work required in the school

### Requirements

- Candidate must be 18 to 35 years old
- SAPS clearance certificate (criminal check)
- Testimonial

Added Advantage for candidates are:

- NQF level 4 qualification
- Qualifications certificates in ICT, infrastructure/construction and care workers
- Within 5km radius of the school
- Persons with disability

Candidate must have good organisational and communications skills; flexibility and creativity; enjoy working with children and young adults; patience, confidence and a compassionate attitude; good literacy and numeracy skills; ability to manage groups of learners and deal with challenging behaviour and ability to communicate in English and preferably one other official language.

### Exclusions:

Candidates who are in full time training, employment or studying full time are not eligible

### Remuneration

The stipend paid to assistants will be R3 500 per month before the deduction of 1% of UIF.

### Duration of employment:

1 December 2020 to 31 March 2021

### Closing date

The closing date is 18 November 2020

**Applications to be submitted by registering on [sayouth.datafree.co/p/dbe](http://sayouth.datafree.co/p/dbe). Applicants must, in addition to registering online, hand deliver applications to the school.**



## APPLICATION FORM FOR CONTRACT EMPLOYEMENT FOR EDUCATION ASSISTANTS AND GENERAL SCHOOL ASSISTANTS

<b>SCHOOL NAME</b>	
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**POST/S APPLYING FOR:** (tick the appropriate box/es)

<b>EDUCATION ASSISTANT</b>	
<b>CLEANER</b>	
<b>JANITOR/HANDYMAN</b>	
<b>HOSTEL ASSISTANT</b>	

<b>ADMINISTRATIVE ASSISTANT</b>	
<b>LIBRARY ASSISTANT</b>	
<b>SCREENER</b>	
<b>SAFETY OFFICER</b>	

**PERSONAL DETAILS**

<b>NAME/S</b>			
<b>SURNAME</b>			
<b>DATE OF BIRTH</b>			
<b>IDENTITY NUMBER / PASSPORT NUMBER</b>			
<b>GENDER</b>			
<b>DO YOU HAVE ANY DISABILITY</b>	YES	NO	
<b>SPECIFY THE DISABILITY (IF ANY)</b>			
<b>DO YOU HAVE A CRIMINAL RECORD</b>			
<b>CONTACTS</b>	<b>CELL</b>		
	<b>EMAIL</b>		
<b>PHYSICAL ADDRESS</b>			
<b>HIGHEST QUALIFICATION ATTAINED ATTACH CERIFIED CERTIFICATE/S</b>			
<b>CV ATTACHED</b>	YES	NO	
<b>TESTIMONIAL ATTACHED</b>	YES	NO	
<b>CERTIFIED COPY OF ID ATTACHED</b>	YES	NO	
<b>SAPS CLEARANCE CERTIFICATE ATTACHED</b>	YES	NO	

_____ <b>INITIAL AND SURNAME</b>	_____ <b>DATE</b>
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