



TO:
DEPUTY DIRECTORS-GENERAL
CHIEF DIRECTORS
DIRECTORS AT HEAD OFFICE
DISTRICT DIRECTORS
HEADS OF SECTION/COMPONENTS OF HEAD OFFICE AND DISTRICT OFFICES
CIRCUIT MANAGERS
PRINCIPALS OF SCHOOLS
CHAIRPERSONS OF SCHOOL GOVERNING BODIES

HRM CIRCULAR NO. 23 OF 2025

RECRUITMENT AND SELECTION PROCESSES: BASIC EDUCATION EMPLOYMENT INITIATIVE (PHASE V)

1. As part of the Presidential Employment Stimulus, the Department of Education has launched the Basic Education Employment Initiative (BEEI) formerly called Presidential Youth Employment Initiative (PYEI). In-keeping with the Implementation Framework for Phase V of the BEEI, in the Basic Education Sector, the selection of the Education Assistants and General School Assistants are to be undertaken at school level. The processes must be conducted in a fair and transparent manner within the parameters of the directives contained herein.

2. Recruitment Processes

- 2.1. The recruitment for the **45658** job opportunities for KZN Department of Education was undertaken via online applications utilising the SAYouth Mobi Site. The ranked list of the applications will be sent to schools via the Circuit Manager.
- 2.2. The ranked list of applicants from SAYouth (Harambee) is the only recruitment schedule to be utilised for selection purposes. Under no circumstances will WALK-INS be allowed. It must also be noted that the payment system to be utilised is integrated with SAYouth Mobi and is configured to reject the capturing of details of incumbents not on the ranked list.

3. Allocation of Job Opportunities

- 3.1. Schools will receive the BEEI Allocation Certificates with information on the number of Education Assistant and General School Assistant positions they qualify for. The sub-categories for the positions are as follows:

Education Assistant: Curriculum Assistant
Education Assistant: ICT/e Cadres
Education Assistant: Reading Champion (*Not for Secondary/High Schools*).
Education Assistant: Care and Support Assistant (CSA)
Education Assistant: Laboratory Assistant
Education Assistant: Workshop Assistant
General School Assistant: Handyperson
General School Assistant: Sports and Enrichment Assistant (SEA)



- 3.2. Primary Schools may receive up to only 6 categories of job opportunities (inclusive of Reading Champions) while high schools may only receive up to 7 categories which will exclude Reading Champion but include Lab and Workshop Assistants.
- 3.3. The Principal in consultation with the School Governing Body (SGB) must make a preliminary distribution of the posts taking into account the needs of the school with specific emphasis on the Curriculum needs of the school. Obviously, this may be adjusted during the shortlisting and interview process subject to the availability of candidates who meet the qualification requirements for the sub-category.
- 3.4. Whilst the breakdown of the EA and GSA jobs into the 8 subcategories are at the discretion of the school, the total number of EA and GSA jobs must be maintained, and no conversions are allowed at mainstream schools. E.g., school is allocated 8 EA posts and 3 GSA posts, they may distribute the 8 only to subcategories EA: Curriculum, Reading Champion, eCadre, Care & Support Assistant, Lab Assistant and Workshop Assistant. The 3 GSA posts must be distributed to only Handyperson and/or Sport & Enrichment Assistant. However, LSEN Schools may request the conversion of EA posts to GSA for good reason.
- 3.5. In-keeping with the priorities of the 7th Administration, all Primary and Combined Schools must appoint:
- (i) at least one eCadre to assist with, amongst others, the administrative duties related to BEEI at the school
 - (ii) at least (two) 2 Reading Champion for Foundation Phase to support Languages depending on the number of post allocations
- 3.6. Schools allocated with posts that allow for more than what is prioritised in Paragraph 3.5. above may distribute the EA posts as follows:
- (i) Curriculum Assistants concentrated to support Languages, Mathematics, Science, Technology and high enrolment subjects
 - (ii) Care and Support Assistant to assist teachers identifying learners that may be in distress
- 3.7. In Secondary Schools, the EA posts may be allocated as follows, depending on the number of post allocations:
- (i) at least one eCadre to assist with, amongst others, the administrative duties related to BEEI at the school (compulsory)
 - (ii) Curriculum Assistants concentrated to support Languages, Mathematics, Science, Technology and high enrolment subjects
 - (iii) Laboratory Assistant (for Schools that have laboratories)
 - (iv) Workshop Assistant (for technical schools)
 - (v) Care and Support Assistant to assist teachers identifying learners that may be in distress
- 3.8. Where General School Assistant (GSA) posts are allocated, the school should prioritise the appointment of at least one Handyperson. Any additional GSA posts may be utilised to appoint a Sport and Enrichment Assistant to support participation of learners in sporting activities.



4. Selection Process

The Principal is required to constitute a Selection Committee whose members must sign confidentiality forms for protection of personal information in compliance with the Protection of Personal Information Act (POPIA), 2013. This Committee is required to undertake an expedited selection process during the month of May 2025 as follows:

4.1 Sifting

4.1.1. Only applicants, that fulfil the following general requirements must be sifted in:

- (a) 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 31 March 2026 for LSEN Schools (born on or after 1 April 1986)
- (b) Youth who meet the minimum qualification requirements for the positions
- (c) Youth residing 5 km around the location of the school (30 km for farm and rural schools ONLY)
- (d) One opportunity per household
- (e) Meet requirements per category and sub-category applied for
- (f) Youth, NOT in Education, NOT in Employment, NOT in Training (NEET) on either part time or full-time basis
- (g) Youth studying teaching qualification at distance or online learning even if they are funded by government for studies
- (h) Youth NOT receiving government grants for own self. Applicants receiving a disability grant will be eligible
- (i) Youth NOT receiving any other form of STIPEND, WAGE or SALARY
- (j) Youth NOT in a Learnership
Youth not double dipping in another programme of the Government (e.g. Learner Support Agents, Car and Support Agents, Food Handler, Bus Controllers, Screeners, etc.)
- (k) Youth WITHOUT criminal record/s
- (l) Youth that was not unfairly advantaged above others due to their relations to staff members (SMT or SGB)
- (m) Youth that have a valid South African Identity Book/Card/Passport
- (n) Youth NOT conducting business with the State
- (o) Youth with disabilities
- (p) New applicants and applicants who participated in previous phases and who meet the requirements

4.1.2. During sifting, **youth with teaching qualifications must be prioritised**. The candidates that are sifted in must be ranked according to the needs of the schools and a manageable number be requested to submit the following documents which must be utilised to undertake the shortlisting process

- a. Completed application **form (Z83)**;
- b. Covering letter and Curriculum Vitae (CVs) of each applicant;
- c. Testimonials (former school, local chief, church leader, etc.);
- d. Affidavit/Declaration by applicant stating he/she has no criminal record
- e. Where applicable: **NQF Level 4** (equivalent to Matric Certificate) qualification certificate, for Education Assistant. Applicants with **NQF level 6 and 7** will have an added advantage. These applicants as well as those who have a **teaching qualification** including Funza Lushaka graduates should be prioritised.
- f. Certified copy of identity document/card/passport
- g. Affidavit/Declaration confirming that applicant is NOT in Education, Employment or Training (NEET) and not receiving any other form of salary or wages
- h. Affidavit by applicant to confirm that he/she is not conducting business with the State in any way



4.2 Shortlisting

- 4.2.1. The Selection Committee must ensure that the sifted candidates were given sufficient time by which to have submitted the documents referred to in Paragraph 4.1.2. above.
- 4.2.2. The submitted documents must be utilised to confirm that the applicants meet the general requirements as set out in Paragraph 4.1.1.
- 4.2.3. In instances where there is an insufficient pool of applicants who meet the general requirements, the Principal must inform the Circuit Manager. The Circuit Manager must, after verifying that there are insufficient eligible applicants, attempt to source eligible applicants from the neighbouring schools. Where this is not possible, the Circuit Manager must inform the District Coordinator in writing and this must be forwarded to the Provincial Office for further interventions.
- 4.2.4. Upon confirmation of the general requirements, the Selection Committee must then check the qualification certificates and CV for evidence that the applicant meets the requirements for the relevant subcategory as contained in the table hereunder:

FUNCTIONAL AREA	MINIMUM REQUIREMENT	MATRIC	Added Advantage
Education Assistant: Curriculum Assistant	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
Education Assistant: 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
Education Assistant: eCadres / ICT Assistant	should have passed IT as a subject in Matric OR have a qualification in IT OR a certificate course in IT or Matric plus knowledge of IT	Yes	Diploma in IT IT Certificate
Education Assistant: Care & Support Assistant (CSA)	should have passed matric, have the love for care and support for people (learners); having Child and Youth Care worker certificate should serve as an added advantage	Yes	Qualification in social sciences (Psychology, social work)
Education Assistant: Laboratory Assistant	Matriculation certificate with Physical Sciences and/or Biology	Yes	Bachelor's/ Diploma with Science Subjects
Education Assistant: Workshop Assistant	Matriculation certificate with Engineering Subjects (preferably from a Technical High School)	Yes	Artisan qualification, Bachelor's/ Diploma with Engineering Subjects
General School Assistant: Handyperson	should have interest in infrastructure related jobs environment.	No	Trade certificate
General School Assistant: Sports & Enrichment Assistant (SEA)	Should have interest in sports or enrichment programmes such as music/art	No	Sports Certificate Music/Art Certificate



4.3. Interviews

- 4.3.1. The Selection Committee must invite the shortlisted candidates to the interview providing the full details of the date, time and venue while simultaneously ascertaining if the candidate is still available for the post.
- 4.3.2. The Selection Committee must develop questions on the day of the interview that will be geared to finding the most suitable candidates for the positions. The questions should therefore be designed to gauge information about the candidate and why he/she is the best candidate for the post, any work experience including voluntary and community work, their disposition for teamwork and working with children, their knowledge and qualifications, future plans and innovative ideas for the positions should they be successful for the position and other questions subject specific according to the category applied for.
- 4.3.3. In-keeping with Employment Equity targets priority must be given to persons with disability and females.
- 4.3.4. In respect of the persons with disabilities, including recipients of a disability grant for own self, a medical certificate confirming the disability and detailing the nature of disability must be submitted.
- 4.3.5. Following the interview process, the allocation of job opportunities into the subcategories must be finalised dependent on the qualifications and eligibility of the candidates. Eg If the candidates don't have a qualification in Social Sciences profession or Psychology or Child & Youth Care or Social Auxiliary Work, the post must be utilised for Reading Champion (for Primary Schools) or Curriculum Assistant. The Allocation Certificate must then be populated and signed by the Principal and Chairperson of the School Governing Body.

4.4. Nominations

- 4.4.1. Upon finalisation of the selection process, the Selection Committee must inform the candidates of whether or not they are successful. The successful candidates must accept the offer in writing by completing the "**Declaration by BEEI Assistant**" Form. The School must also capture the information of the successful candidate onto the Kwantu Payment System (not for Secondary/High Schools)
- 4.4.2. The candidates who are unsuccessful at this stage may be nominated should they be required as replacements in cases of attrition or rejections as a result of verification.
- 4.4.3. The nominated candidates must also be advised of the following:
 - (a) Their nomination is subject to verification by the Circuit Manager and HR in the District Office as well as the vetting results.
 - (b) Unless otherwise informed by the School, they will be required to assume duties on 9 June 2025.
 - (c) They must complete the online generic orientation, National School Safety Framework (NSSF) and Digital Literacy which is mandatory in the first month of their assumption of duty in the job. Where the candidate had undergone these online training in previous phases, they may merely submit the certificates on appointment.
 - (d) They must inform the school if, for any reason, they will not be assuming duty on the 9 June 2025 or any later date as arranged by the school. This is for the purposes of allowing for a replacement to be in readiness to assume duty.



5. Vetting

The vetting of the nominated candidates is compulsory and the outcome must be received within 30 days of the nominated candidates assuming duties. They will be required to obtain a SAPS Police Clearance Report and for this purpose, the nominated candidate is required to:

- (i) complete a SAPS 91 (a) – Fingerprint Form
- (ii) pay the fee of approximately R170
- (iii) Collect The Police Clearance Report after a minimum of 15 days of application (period may be longer dependent on numbers applying nationally). The ID book must be taken on the day of application and collection.

5. Verification

- 6.1. The Principal must submit the populated Allocation Certificate and schedule of nominated candidates together with the supporting documents, including documents referred to in Paragraph 4.1.2 to the Circuit Manager for verification. Should it be found, as a result of verification, that the incumbent does not meet any of the requirements for that post or that they are exceeding the number of allocated posts, this must be referred back to the Principal for correction. It is therefore mandatory that the Principal ensures that the candidate fulfils all the requirements for the posts.
- 6.2. The Circuit Manager must verify that each of the nominated applicants met the requirement for appointment and that the process was conducted in a fair and correct manner by completing the “Verification of Compliance with Requirements” Form together with the “Checklist of Documentation” Form. These duly completed forms together with all the documentation listed in the Forms must be submitted to the HR Component in the District. In instances where the Circuit Manager, as a result of verification, rejects any of the candidates, the school must be requested to nominate another candidate and submit under cover of an amended schedule. This replacement candidate must also be verified.
- 6.3. The HR Component in the District Office must receive the schedule of nominated candidates together with all supporting documents from the School via the Circuit Manager. The HR Component must undertake verification for compliance with the allocation certificate as well as the requirements in respect of each successful candidate on Forms “Verification of Compliance with Requirements” and “Checklist of Documentation”. In instances where HR, as a result of verification, rejects any of the candidates, the Circuit Manager must be requested to advise the school to nominate another candidate and submit under cover of an amended schedule. This replacement candidate must also be verified.
- 6.4. The HR Component must file the schedule of nominated candidates as well as that of the successfully verified candidates. The Assumption of Duty and other supporting documents must be awaited before the appointment is captured on the relevant system.



6. Assumption of Duty

7.1. Upon assumption of duty, the following compulsory documents must be submitted:

- (i) Completion of the prescribed Assumption of Duty Form;
- (ii) *Application to pay salary into banking account and, for this purpose, the attached Form Z56 must be fully completed and returned to the District Office, together with a certified copies of both sides of your ATM Card;
- (iii) Bank statement to confirm not receiving R350 SASSA grant
- (iv) Electronic Payslip delivery e mail address capturing Form for Electronic Document Distribution

NB The bank account must be in the name of the candidate and not a shared account or in the name of another person.*

7.2. The Contract containing the Conditions of Placement, Code of Conduct and Job Description must be signed by both the Assistant and the Principal on the date of Assumption of Duty as acceptance of placement. This must be filed and retained at the school. The files in respect of each Assistant must contain all the relevant documents and this must be made available for audit and monitoring purposes.

8. Processing on Payment Systems

- 8.1. The HR Component must receive and check the documents submitted and match it to the documents received previously in respect of the nominated candidates. If all documents are in compliance with requirements, the appointments must be processed on the relevant system. Documents not in compliance must be returned to the School, via the Circuit Manager, and the appointment will be placed in abeyance.
- 8.2. Assistants will be paid a gross monthly stipend of R4000.00 and R30 for data with a deduction of 1% in respect of UIF as a recurring payment with a fixed start and end date. Pro rata payments will have to be processed for Assistants not serving for the full working days of the month.
- 8.3. Due to the stringent verification processes and the various other activities to be undertaken, the payments to Assistants will be undertaken in a staggered approach. This may result in a delay in payment for the first month of service for some Assistants.

9. Mandatory Online Training

- 9.1. The nominated candidates must undergo mandatory online generic orientation, digital literacy and online National School Safety Framework courses. This may be accessed by sending "Hi" to 060 060 3333. These sites are zero rated (no data cost).
- 9.2. The abovementioned online training courses must be completed before the end of the first month of appointment and the certificates upon completion must be submitted to the principal for filing. Where the candidates are already in possession of these certificates from having undergone training in the previous phases, the certificates must be submitted to the Principal upon assumption of duty.
- 9.3. In addition to the aforementioned training, the nominated candidates must also undergo other job specific online training.



10. Terminations and Replacements

- 10.1. All service terminations must be immediately reported to the BEEI District Coordinator via e mail so that overpayments may be avoided.
- 10.2. The BEEI District Coordinator must receive the notification and ensure that this is processed immediately on the system before informing the School in writing, via the Circuit Manager, to appoint a replacement from the schedule of unsuccessful candidates.

11. Reporting fraud

Any acts of nepotism, corruption or fraud may be reported to the Department of Basic Education directly by e mailing bee@dbe.gov.za.

12. The Management Plan for the Selection process is attached and must be strictly adhered to.
13. Kindly ensure that the content of this Circular is brought to the attention of all employees.

MR G.N. NGCOBO
HEAD OF DEPARTMENT: KZN EDUCATION

DATE: 13/05/2025

**MANAGEMENT PLAN: BEEI: PHASE V: RECRUITMENT AND SELECTION**

No.	ACTIVITY	RESPONSIBILITY	
1	Advertising	Harambee	22 April to 9 May 2025
2	Constitution of Selection Committee and finalisation of Management Plan	Principals	14 April to 9 May 2025
3	Ranked Scheduling of applications forwarded to schools	Harambee	18 May 2025
4	Sifting & Shortlisting	Selection Committee	19-25 May 2026
5	Interviews	Selection Committee	25 May to 2 June 2025
6	Verifications of compliance	Circuit Managers & HR	26 May to 3 June 2025
7	Assumption of duty	Assistants	9 June 2025

NB. *The overlapping timeframes implies that activities may be undertaken simultaneously*