



KWAZULU-NATAL PROVINCE

EDUCATION
REPUBLIC OF SOUTH AFRICA

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**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. 18 OF 2022

PRESIDENTIAL YOUTH EMPLOYMENT INITIATIVE (PYEI) PHASE 3: TRANSITIONING OF YOUTH MEETING REQUIREMENTS FROM PHASE 2 FOR RE-APPOINTMENT: 1 APRIL 2022 TO 31 AUGUST 2022

1. As part of the Presidential Employment Stimulus, Phase 3 of the PYEI - Basic Education Employment Initiative (BEEI) will commence on 1 April 2022 until 31 August 2022.
2. Youth who were in service on 28 February 2022 that meet the following requirements and who wish to transition from Phase II into Phase III may be offered new contracts for reappointment/transition in Phase III:
 - (i) aged 18 – 35 years (18 years old or above when applying up to age 35 at mainstream schools and concession up to 40 years old at LSEN Schools)
 - (ii) South African Youth with a valid RSA ID book;
 - (iii) residing at the location of the school (5-8 km radius);
 - (iv) only one with this opportunity at home;
 - (v) Good performance in Phase II;
 - (vi) NOT in Education, NOT in Employment, and NOT in Training (NEET) – not involved in any form of studies for the entire period;
 - (vii) NOT studying part-time or full-time;
 - (viii) NOT receiving government grants (e.g. NSFAS, Funza Lushaka, including R350 Social Relief of Distress grant);
 - (ix) NOT receiving any other form of STIPEND, WAGE or SALARY (including volunteer cleaner, screeners & school safety officers);
 - (x) DOES NOT have criminal record/s;
 - (xi) NOT unfairly advantaged above others due to staff members (SMT or SGB or District or PED staff) knowing them;
 - (xii) NOT participating in any Learnership; and
 - (xiii) NOT conducting business with the state.

NB: Contracts of Assistants that are placed in public ordinary schools and schools for learners with special education needs, who were appointed in Phase II and have turned 36 and 41 years old, respectively, *may be considered should they meet all the other requirements.*



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3. The Principal of the participating schools must ensure that only those Assistants meeting the requirements are directed to resume duty on **5 April 2022**. Under no circumstances will new appointments be permitted.
4. The Assistants being reappointed need not be accommodated in the same positions as they served in Phase 2. In this regard, the needs of the schools must be taken into account while also ensuring that the Assistant meet the requirement for reappointment into a different post eg. An assistant who was previously appointed as a General School Assistant: CYCW may meet the requirement for reappointment as an Education Assistant: Curriculum. The School may therefore prioritise Education Assistant posts over that of General School Assistant.
5. The transition to Phase 3 of PYEI will entail the reappointment of the eligible Assistants from Phase 2 and therefore will necessitate only the submission of the following documents which are considered to be relevant for the processing of the reappointment on PERSAL by **7 April 2022**:
 - (i) Completed application form (Z83 and Curriculum Vitae (CV)
 - (ii) Certified copy of identity document/ passport.
 - (iii) Certified copies of improved qualifications (if any)
 - (iv) Banking details-Z56 bank form
 - (v) Certified copy of the bank card, (back and front of the bank card)
 - (vi) TAX Certificate obtainable from SARS
 - (vii) Duly completed "Declaration by PYEI Assistant"
 - (viii) Duly completed Assumption of Duty Form
6. The Circuit Manager must verify that each of the Assistants met the requirements for re-appointment and that the "Verification of Compliance with Requirements" Form together with the "Checklist of Documentation" Form is completed. These duly completed forms together with all the documentation listed in the Forms must be submitted to the HR Component in the District by no later than **11 April 2022**.
7. Following the verification by the Circuit Manager, the Principal of the school must ensure that the Employment Contract as well as the Job Descriptions for Phase 3 are appropriately signed. These documents together with copies of the documents mentioned in Paragraph 4 above must be filed in the personal files of the Assistants maintained at the school.
8. The details of the Assistants must be captured onto the Data Management System. Whilst there will be no new appointments in Phase 3, terminations are ongoing and must also be captured onto the Data Management System and immediately reported to the HR Component in the District via the Circuit Manager so that overpayments may be avoided. No replacements will be appointed.
9. The HR Component in the District Office must receive reappointment documents from the School via the Circuit Manager and verify the compliance with requirements. The reappointment of Assistants verified as eligible must be processed on PERSAL together with payment of the gross stipend of **R4081.44** and 1% deduction in respect of UIF. All documents must be filed and made available for audit and monitoring purposes.
10. Kindly ensure that the content of this Circular is brought to the attention of all employees.

MR GN NGCOBO
HEAD OF DEPARTMENT: KZN EDUCATION
DATE: 04/04/2022