



**basic education**

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Department:  
Basic Education  
REPUBLIC OF SOUTH AFRICA

**PRESIDENTIAL YOUTH EMPLOYMENT INTERVENTION (PYEI) IN  
THE BASIC EDUCATION SECTOR:**

**BASIC EDUCATION EMPLOYMENT INITIATIVE (BEEI)**

**GUIDELINE FOR APPOINTING EDUCATION ASSISTANTS (EAs)  
AND GENERAL SCHOOL ASSISTANTS (GSAs) IN SCHOOLS FOR  
LEARNERS WITH SPECIAL EDUCATION NEEDS**

**OCTOBER 2021**

## **1. INTRODUCTION**

As part of Phase II of the Presidential Youth Employment Intervention (PYEI), the Basic Education Sector is implementing the Basic Education Sector Employment Initiative (BEEI). This forms an integral part of the Presidential Employment Stimulus (PES). It seeks to confront the devastating economic challenges caused by the COVID-19 pandemic, as part of government's broader economic recovery agenda. It is a large scale public employment intervention targeting to create 287 424 job opportunities for unemployed youth, who are 18 – 35 years old. The initiative also seeks to address the high levels of youth unemployment in South Africa. The youth will be offered five months' contract, commencing on 1 November 2021 to March 2022.

## **2. AIM OF THE GUIDELINE**

The guideline is meant to provide guidance to schools for learners with special education needs (LSEN) in relation to the recruitment and appointment of Education Assistants (EAs) and General School Assistants (GSAs) in Phase II of the PYEI-BEEI.

## **3. OBJECTIVES**

To provide for consistency, common standards, and uniformity in the recruitment and appointment of EAs and GSAs in schools for LSEN.

## **4. NEEDS ASSESSMENT**

The School Governing Body (SGB) should conduct a needs assessment, which should inform the nature of support that a school requires. This should take into account the nature of disabilities that the school caters for. The needs assessment should also inform the number of EAs and GSAs that would be appointed. The number

## **5. RELAXATION OF THE AGE AND QUALIFICATION REQUIREMENTS**

Whereas there are strict age and academic qualification requirements for the appointment of youth as part of the PYEI-BEEI, provision is made to relax these for schools for LSEN. As such, the requirements for the appointees to be between the ages of 18 and 35 years old and to have a minimum of an NQF 4 qualification or

equivalent are waved. While there is a relaxation in terms of age, those appointed should not be older than 40 years old.

## **6. RECRUITMENT**

- Schools are to work with the PED, Inclusive Education Unit to draft the needs of the school aligned to the learners that are serviced by the school.
- Schools are required to prioritise appointing their former students, who are deemed to be suitable to work in the school.
- Schools should establish interviewing panels comprised on members of the SGB of the school.
- Schools should work with the Inclusive Education units in PEDs and relevant NGOs in the disability sector to advertise the positions available in their schools.
- Schools working with the SGB assisted by Inclusive Education unit from the PED should form the panel for interviews. The shortlisting and interviews should be within the week of 18 – 22 October 2021.
- Schools should invite suitable candidates for interviews.
- Candidates should be informed of the date and time for their interviews.
- All due processes for constituting interviewing panels and conducting interviews should be followed, and records should be kept. The minutes/records for interview panels and the interviews should be submitted to PED with the recommended candidates.

## **7. CAPTURING OF THE DETAILS OF APPOINTEES ON THE PYEI-BEEI DMS**

- Upon finalisation of the recruitment and appointment process, the details of all successful candidates should be captured on the PYEI-BEEI data management system (DMS).
- The school admin, SGB, SMT and Principal should acquaint themselves with the DMS and record all relevant transactions on the system on an ongoing basis, in line with the requirements.

## **8. COMMENCEMENT DATE AND DURATION OF CONTRACT**

- Successful candidates should be offered fixed term contracts commencing from 1 November 2021, until 31 March 2021.

## **9. ORIENTATION AND TRAINING**

- The successful candidates should be provided with orientation and training.