



basic education

Department:
Basic Education
REPUBLIC OF SOUTH AFRICA

**GUIDELINE DOCUMENT ON THE ROLES AND
RESPONSIBILITIES
FOR THE
BASIC EDUCATION EMPLOYMENT INITIATIVE
AS PART OF
PRESIDENTIAL EMPLOYMENT INITIATIVE
2025 PHASE 5**

Guideline Document on roles and responsibilities in the Implementation of Basic Education Employment Initiative

Purpose: To clarify roles and responsibilities of the affected parties in the implementation of the project

ROLE PLAYERS
<p>Department of Basic Education will</p> <ul style="list-style-type: none"> ▪ Project Sponsor ▪ Serve as IDC and UIF connection to PEDs, Districts, Circuits, and Schools ▪ Ensure common standards, consistency, transparency and fairness throughout the nine provinces in the Implementation of BEEI. ▪ Provide Implementation Framework for the project ▪ Provide IDC with allocation breakdown per province ▪ Provide the PEDs with criteria for allocation of job opportunities per school ▪ Lead National / country wide Advocacy Campaign ▪ Provides generic templates (eg. Reporting, collection of data, etc) ▪ Provide advisory support and oversight ▪ Draft National Training Plan linked to the job functions of the beneficiaries ▪ Organise and lead orientation sessions for PEDs, Districts, Schools ▪ Where required, facilitate the training of trainers that can be used to support provincial and district training ▪ Once the PEDs have indicated schools that want to participate, then DBE will Provide IDC with a list of schools for the purpose on onboarding onto the Payment Solution System ▪ Receive financial performance reports from IDC ▪ Monitor the expenditure against budget allocated (spending trends) ▪ Monitor terminations and replacements of assistants ▪ Conducts monitoring, support and oversight of project implementation (on site visits as well as using of technology, eg. Google forms, telephonic checks, adhoc surveys) ▪ Receive and consolidate project performance reports from all nine PEDs. ▪ Submit monthly project performance reports to UIF, Presidency, National Treasury, Portfolio Committee, Senior Management of Basic Education, HEDCOM, CEM, BMM, SGB Association. Principals' Associations, Teacher Unions,
<p>Provincial Education Departments will</p> <ul style="list-style-type: none"> ▪ Receive the resources for Project Management from IDC, ensure that the Project is resourced for its successful implementation ▪ Appoint Project Manager/s and Project Management Team at provincial level ▪ Appoint District Project Teams ▪ Appoint coordinators at circuit level ▪ Draft the Business Plan since it is the blue print for project management ▪ Draft the detailed Implementation Plan ▪ Draft recruitment plan aligned to the national plan ▪ Draft communication and advocacy plan. Develop province-wide standardised advocacy material ▪ Calculate allocations per school ▪ Communicate and advocate the project – youth employment at district and school level (circular) ▪ Conduct secondary advocacy campaign at provincial and local level ▪ Liaise with Third Parties (e.g. SA Youth Mobi, IDC) providing advocacy and recruitment platforms ▪ Disaggregate job applications data from Third Parties and distribute it to schools via districts/circuits ▪ Facilitate recruitment processes in schools with emphasis on adherence of fair and transparent recruitment practices ▪ Compile a database of all shortlisted applicants and successful applicants placed (appointed) ▪ Submit/upload successful placed beneficiaries lists to Kwantu/IDC for onboarding onto the Payment Solution System. ▪ Organise and Oversee the training of Districts/Schools on the use of the Payment Solution System.

- Monitor and report the reconciliations of hours worked by successful assistants at schools
- Monitor the uploading and approving registers/ reconciliations onto the Payment Solution System
- Monitor compliance to Stipend payment processes at District/School level
- Consolidates and report vacancies (e.g. When EAs/GSAs resigns or drop out of programme) inform IDC and DBE as information is received from schools.
- Manage and report replacement processes
- Facilitate induction and orientation of assistants
- Draft Provincial Training Plan as well as the exit pathways plan
- Conduct province-wide project monitoring and support for all schools involved. (on-site visits, and other support functions)
- Ensure that all EAs and GSAs are registered on SA Youth Mobi, IDC – payment solution, **WhatsApp Teacher Connect 060 060 3333**
- Provide reports to DBE - weekly/monthly (as required): (a) on recruitment, selection and contracting, (b) on number of EAs and GSAs placed, (c) on Assistants' job performance, (d) number of EAs and GSAs provided with orientation and (e) on number of EAs and GSAs provided with identified training (f) number of EAs and GSAs who have terminated their participation. (g) on number of vacancies filled/replaced. Disaggregate the data provided in reports
- Provide reports to HOD, MEC, Provincial Treasury, Provincial NCOP, all other relevant stakeholders
- Allow UIF and IDC to perform spot checks whenever it is required
- Provide the costed Provincial Exit Pathways training plan
- Provide the three quotations for services to be rendered
- Provide supporting documents for the services to be rendered
- Use the provincial approved database of providers to provide exit pathways through training

District Offices will

- Conduct Primary Advocacy campaign
- Ensure **transparency and fairness** in the recruitment process through provision of human resource support to schools
- Verification of recommended candidates from lists submitted by schools
- Confirm/approve recommended applicants from lists received from schools
- Compile district-wide database of applicants and new recruits (placed youth)
- Submit district lists of shortlisted, and subsequently all appointed (verified against requirements as stipulated in Implementation Framework) for onboarding onto the Payment Solution System
- Facilitate Orientation and Induction programme of all EAs and GSAs
- Receives reconciliations of hours worked by Selected Participants at schools
- Uploading registers/ reconciliations onto the Payment Solution System
- Monitoring compliance with Stipend payment processes at School level
- Monitor and report the terminations and replacements
- Identify training needs and facilitate training of successful applications
- Conduct district-wide project monitoring and support for all schools in the district
- Ensure that all EAs and GSAs are registered on SA Youth mobi, Kwantu Payment Solution and **WhatsApp Teacher Connect 060 060 3333**,
- Provide reports to PEDs - weekly/monthly:
 - (a) on recruitment, selection and contracting
 - (b) on number of EAs and GSAs placed/appointed (per gender and age),
 - (c) on Assistants' job performance,
 - (d) number of EAs and GSAs provided with orientation and
 - (e) on number of EAs and GSAs provided with identified training. Disaggregate the data provided in reports
 - (f) number of youth provided with exit pathways (g)
 - (f) number of EAs and GSAs who have terminated their participation

The Circuit Managers will

- Familiarise themselves with the Implementation Framework and all other guidelines of the BEEI project.
- Advocate the objectives of the project (both Presidential and Basic Education Sector)
- Advocate and Communicate to various stakeholders regarding the project
- Support schools with recruitment and ensure transparency and fairness in the process.
- Ensure that there is no nepotism and corruption in schools
- Ensures that SMTs and SGBs adhere to the Implementation Framework – requirements when appointing
- Monitor and support the schools during the recruitment process
- Where On-Line application system did not provide enough applications (monitor schools as they drive recruitment with concessions as per guideline and Implementation Framework)
- Quality Assurance and verification of recommended candidates by schools
- Compile Circuit-wide database of applicants and new recruits
- Ensure that all EAs and GSAs are provided with Orientation and Induction
- Ensure that all EAs and GSAs have signed Conditions of Employment, Code of Conduct, Job Descriptions/Workplans
- Ensure that all EAs and GSAs are assigned a mentor
- Ensure that all EAs and GSAs have attended compulsory training modules (Orientation, NSSF, , Digital Literacy, Financial Management)
- Ensure that all EAs and GSAs have attended minimum of three additional trainings as part of pathways.
- Ensure that all EAs and GSAs are registered on SA Youth mobi, Kwantu Payment Solution, DMS and **WhatsApp Teacher Connect 060 060 3333**
- Conduct Circuit-wide project monitoring and support for all schools in the district
- .Provide periodic reports to District Coordinator on the implementation of the Project;

Schools will

- Benefit from the Project
- Receive allocation of EAs and GSAs from PED/District
- Communicate and advocate the project community-wide and locally (e.g. use Chiefs, libraries, local shops, churches, etc.)
- Provide in-house support services for application process – where connectivity is a challenge
- Receive long and short list of applications from (District/partner-Harambee)
- Together with SGB:
 - (a) Shortlist applications received
 - (b) Interview shortlisted candidates
- Issue contracts to successful candidates to sign
- Submit the names and contracts of successful candidates to the District/ Province for appointments
- Develop job descriptions for EAs and GSAs
- Manage the EAs and GSAs performance as well as conduct (misconduct)
- Allocate responsibilities to each EA and GSA appointed
- Allocate mentors to EAs and GSAs
- Allow for the election of Team Leaders on a rotational basis
- Hold regular meetings with the EAs and GSAs
- Develop performance management system and tools
- Encourage EAs and GSAs to develop portfolio of evidence
- Develop and provide an orientation programme for EAs and GSAs covering but not limited to:
 - (a) School culture
 - (b) Mission, vision and values of the school
 - (c) School Protocols
 - (d) Dress code
 - (e) Code of ethics

(f) Roles and responsibilities

(g) Etiquette

- Provide weekly/monthly reports to PEDs/District on the:
 - (a) recruitment, selection and contracting process
 - (b) number of EAs and GSAs placed
 - (c) job performance of EAs and GSAs
 - (d) number of EAs and GSAs provided with orientation and
 - (e) number of EAs and GSAs provided with identified training (Disaggregate the data)
 - (f) number of EAs and GSAs who have terminated their contract
 - (g) number of vacancies replaced
- Monitor and keep a record of attendance via registers for uploading purposes onto the Payment Solution System
- Reconciliation of hours worked by assistants in preparation Stipend Payment Files
- Ensure that all EAs and GSAs are registered on SA Youth mobi, Kwantu Payment Solution, and **WhatsApp Teacher Connect 060 060 3333**

EAs and GSAs will

- Avail themselves for interviews
- After being successful, the candidate must avail themselves to sign the contract
- Resume duty immediately after signing the contract
- Sign the job description/workplan/duty sheet
- Report for duty on daily basis and sign-in register
- Create a Portfolio of Evidence file for themselves
- Submit weekly and monthly reports on duties done
- Take up any task given by their mentors/school (to add on experience)
- Conduct themselves in a professional manner
- Learn the ethos of the schools
- Learn the rules of the schools as workers
- Avail themselves for orientation
- Avail themselves for Training
- Register on the **WhatsApp of Teacher Connect 060 060 3333, Kwantu Payment Solution and SA Youth Mobi**
- Create correct profile for themselves on Kwantu Payment system
- Ensure they have a valid bank account that the stipend will be paid in
- Using Kwantu Pyament Solution, the assistants must log on every day as they arrive at school and log-out when they are to leave
- Be honest and reliable
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Third Party (SA Youth Mobi) will

- Provide media platform for recruitment
- Provide advocacy material for the BEEI
- Develop job cards that will be used for advertisement
- Provide database of applicants to PEDs/ District Offices/school
- Manage the queries during application process
- Manage the call-centre
- Provide IT support in the application process
- Provide lists of applicants to schools and Provinces
- Those applicants that did not make it, SA Youth Mobi will inform the
- Make the data base of all applicants available to DBE
- Make the data base of applicants available to provinces
- Make the database of applications available to Kwantu Pyament solutions

Third Party (UIF) will

- Provide the funding for Phase V
- Ensure smooth cashflow for the success of the project
- Receive reports progress update on the programme from IDC and DBE
- Attend monthly Project Steering Committee Meetings
- Receive monthly bank reconciliation statements from IDC
- Receive monthly project performance reports from DBE
- Receive monthly project expenditure performance reports from IDC
- Supported by DBE, conduct spot checks when required (monitor – desktop, telephone or on-site visit)

Third Party Independent Development Corporation (IDC) will

- Provide the payment system for BEEI
- Ensure onboarding of schools onto the Payment Solution System
- Ensure onboarding of shortlisted, and subsequently appointed participants onto the Payment Solution System
- Provide training to DBE/PEDs/Districts on the use of the Payment Solution System
- Payroll preparation
- Validate the ID of beneficiaries – as well as Bank Accounts
- Payment of Selected Participants directly into their bank accounts. Processing re-runs where required.
- Reconciliation of unpaid Selected Participants/discrepancies in payroll file
- Provide financial performance reports to UIF and DBE
- Submit monthly Bank Reconciliation Statements to UIF
- Attend and present financial performance reports to the Project Steering Committee (one a month)
- Paying over UIF for all beneficiaries on behalf of the PEDs
- Maintain the payment system to ensure its fully functional throughout the programme
- Provide help desk for any enquiries
- Provide procurement support for training of beneficiaries
- Process sourced providers of training
- Process claims of services rendered for training

Third Party (eCubed) will

- Provide support in terms of the advocacy of the BEEI
- Provide support in terms of the training of the BEEI
- Provide support in terms of the surveys for the BEEI
- Provide support in terms of the communicating to the assistants and schools that participate in the BEEI
- Provide support webinars whenever required

NGOs

- The Provinces are encouraged to work with local NGOs when implementing the training activities
- The training should be decentralised per district, meaning NGOs and partners should be considered according to the districts that they usually work with.

Roles that the NGOs could play in the project:

- Assist the Province to strategise and plan around implementation
- Work collaboratively with the province and districts through the lead NGO, including:

- Identify the human resources available in provinces to manage the training of youth
- Support districts in all key aspects of the project
 - a. Recruiting: work at a provincial and district level to support the department with candidate data bases; advertising; interviewing; contracting; placement
 - b. Training: support the province and districts with orientation training
 - c. Support: where NGO has a footprint, support the reading champions to implement the programme in schools and in communities
 - d. Monitoring: where NGO has a footprint, monitor the work of the reading champions against agreed upon indicators in relation to the programme contents
 - e. Reporting: develop monthly qualitative and quantitative reports with input from the provinces