



Province of the  
**EASTERN CAPE**  
EDUCATION

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**HUMAN RESOURCE DEVELOPMENT**

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04 September 2020

**TO :** MEMBER OF THE EXECUTIVE COUNCIL  
SUPERINTENDENT GENERAL  
DEPUTY DIRECTOR GENERALS  
CHIEF DIRECTORS  
DIRECTORS  
SCHOOL PRINCIPALS  
ALL STAKEHOLDERS  
ALL EMPLOYEES

**FROM :** ACTING - DIRECTOR – HRD

**DATE :** 04 SEPTEMBER 2020

**SUBJECT :** SKILLS PROFILING FOR THE DEPARTMENTAL  
WORKFORCE

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1. Human Resource Development will be conducting the skills profiling of all office based and school based officials of the Department in preparation of developing a Provincial Training Plan that addresses the skills needs of the Department and ensuring that officials are developed on critical skills that address the strategic objectives of the Department during COVID-19 and beyond.
  2. Skills profiling is fundamental as it forms basis for the development of a credible Provincial Training Plan which seeks to address the scarce and critical skills needed by the Department and also eliminate the implementation of training interventions and issuing of bursaries for qualifications and skills already available within the Skills inventory of the Department.

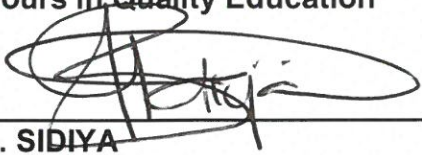


*Ikamva eliqaqambileyo!*

workforce to be innovate and be able to respond to the emerging global changes and easily adapt to the Fourth Industrial Revolution.

4. All officials, at every level of the Department are requested to partake in the skills profiling which will be conducted online over a 15 day period, via a link that will be posted by IT to all employees.

**Yours in Quality Education**



**L. SIDIYA**  
**ACTING DIRECTOR- HRD**