



OFFICE OF THE DIRECTOR: HUMAN RESOURCE DEVELOPMENT

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MEMORANDUM

**TO : HEAD OF DEPARTMENT
ALL DDGs
ALL CHIEF DIRECTORS
ALL CLUSTER CHIEF DIRECTORS
ALL DIRECTORS
ALL DISTRICT DIRECTORS
ALL SCHOOL PRINCIPALS
ALL DEPARTMENTAL EMPLOYEES**

FROM : ACTING DIRECTOR - HRD

**SUBJECT : IMPLEMENTATION OF THE ONLINE SKILLS
AUDIT QUESTIONNAIRE**

DATE : 03 JANUARY 2022

1. This serves to remind all permanent employees of the Department to undertake the online Skills Audit which is a tool that is utilised by HRD for development of employees and for building of the capable workforce for the Department.
2. The outcomes of the Skills Audit will serve as a baseline for the development of training programmes and bursaries that Human Resource Development will implement for the 2022/23 financial year and beyond to address the skills gaps of the Department.
3. All permanent employees are encouraged to undertake the Skills Audit as only employees who have completed the Skills Audit will benefit from training interventions and bursaries as HRD will identify their gaps from outcomes of the Audit.
4. Two links have been created, one for office-based employees and another one for school-based employees and are available on the Departmental website as well as on Internal Communication.
5. Employees are to use their Persal numbers as passwords for logging in to the links.



6. Employees are also requested to log in to the correct links, for example an office-based employee can **ONLY** log in to the link created for office-based employees.
7. All employees are to ensure that the questionnaire is fully completed up to the last question and also attach the required documents as proof.

Yours in Education



L SIDIYA
ACTING DIRECTOR: HRD