



---

**OFFICE OF THE DIRECTOR: HUMAN RESOURCE DEVELOPMENT**

Steve Vukile Tshwete Complex, Zone 6 Zwelitsha, 5608, Private Bag X0032, Bhisho, 5605 REPUBLIC OF SOUTH AFRICA:  
Enquiries: **Ms Z. Makayi**. Tel: 040 608 4340/4554 . Fax :040 608 4372. Email: [zandile.makayi@ecdoe.gov.za](mailto:zandile.makayi@ecdoe.gov.za)  
Website: [www.ecdoe.gov.za](http://www.ecdoe.gov.za)

---

**MEMORANDUM**

**TO : CHIEF FINANCIAL OFFICER  
ALL DEPUTY DIRECTOR GENERALS  
ALL SENIOR MANAGERS**

**FROM : HEAD OF DEPARTMENT**

**SUBJECT : IMPLEMENTATION OF SKILLS AUDIT FOR ALL  
DEPARTMENTAL EMPLOYEES**

**DATE : 16 FEBRUARY 2021**

---

1. The Human Resource Development Directorate (HRD) is in the process of conducting a Skills Audit for all Departmental employees. The purpose of the Skills Audit is to identify skills that the workforce has against skills that are needed to achieve the strategic objectives of the Department.
2. The outcomes of the Skills Audit will assist the Department in Developing a Skills Inventory and will serve as a base for the development of the Workplace Skills Plan (WSP) which will be implemented to address the Skills Gaps of the Department.
3. Data entry links have been created for both office-based and school-based employees for capturing of inputs to their profiles.
4. The links enable employees to enter their Professional Profiles on the system and attach their resumes together with qualifications which serve as proof of evidence (POE).



5. All Departmental Employees are required to complete the questionnaire to provide data for both office-based and school-based employees to ensure that the data to develop the WSP is valid and credible and that all training interventions identified will address the skills gaps of the Department.
6. Department Employees are to ensure that the links are completed by the 28<sup>th</sup> February 2022 to ensure that the Data from the Skills Audit is readily available for the Development of the WSP which must start on the 01<sup>st</sup> March 2022.
7. Attached below are the Online Links which have been created for collection of data: <https://ecdoe-skills-profiling.azurewebsites.net/> : Office-Based Officials.  
<https://ecdoe-school-based-skillsprofiling.azurewebsites.net/> : School-Based Officials.

**Yours in Education Services**

---

**DR. N. MBUDE**  
**HEAD OF DEPARTMENT**