



OFFICE OF THE DIRECTOR: COMMUNICATIONS AND EVENTS MANAGEMENT

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MEMORANDUM

TO : MEC's OFFICE
HOD's OFFICE
ALL DDG's
CHIEF DIRECTORS
DIRECTORS H/O AND DISTRICTS

FROM : DIR – COMMUNICATIONS & EVENTS MANAGEMENT

DATE : 13 FEBRUARY 2026

SUBJECT : REQUEST FOR SUBMISSION OF PRIORITY PROGRAMMES AND PLANNED EVENTS FOR 2026/27 FINANCIAL YEAR

1. One of the key functions of the Communications and Events Management Directorate is to provide events management services in the Department. This involves the establishment, maintenance and monitoring of the ECDoE's events calendar, provide event support services for those events and ensure compliance and alignment with the Department's strategic objectives and communication priorities. Furthermore, the unit's role includes ensuring brand consistency, protocol compliance and overall execution of Departmental events. Thirdly, the Directorate is also responsible for profiling and marketing of all the activities and programmes of the Department for public consumption. This means developing a proper communication plan for all programmes to inform the public of what education is all about.
2. Proper co-ordination of departmental events is crucial for planning as well as and efficiency on the use of the limited departmental resources.
3. For this mandate to be fulfilled effectively, it is essential that Communications and Events Management office is informed in advance of all priority programmes and any other event requiring coordination or support. Early submission of this information will enable:
 - Proper alignment with the Department's Annual Performance Plan and communication strategy as alluded above.
 - Efficient allocation of budget, venues, service providers, and logistical support.
 - Timely development of communication materials and enhanced impact of visibility of departmental programmes.

4. Based on the above, the Communications and Events Management Directorate hereby requests the submission of your priority programmes and planned events for the upcoming planning cycle of 2026/7.

Your co-operation on this matter is greatly appreciated.



MRS N. MGIJIMA
DIRECTOR: COMMUNICATIONS EVENTS MANAGEMENT

SUPPORTED/~~NOT SUPPORTED~~



MR Z.Z. MNQANQENI
CD: COMMUNICATIONS AND STAKEHOLDER MANAGEMENT
DATE _____