


## eLearning Graduate Internship Programme [2022/2023 - 2023/2024]

<b>eLearning Graduate Intern Programme:</b>	Youth programme (focusing on ages 20 - 35) to provide an opportunity to gain practical work experience for a period of twenty-four (24) months, whereby successful candidates will receive a monthly stipend of R6 083,70. Women and people with disabilities are particularly encouraged to apply.
<b>Post (Job Title):</b>	WCED eLearning Graduate Intern
<b>Branch:</b>	Branch Curriculum and Assessment (Directorate: eLearning)
<b>Directorate/ District Office:</b>	DISTRICT OFFICES: <ul style="list-style-type: none"> <li>• Eden &amp; Central Karoo Education District (ECKED)</li> <li>• Overberg Education District (OED)</li> <li>• West Coast Education District (WCED)</li> </ul>
<b>Centre:</b>	The District Office will have an itinerant function within the identified: <ul style="list-style-type: none"> <li>• Eden &amp; Central Karoo Education District (George) x1 position</li> <li>• Overberg Education District (Caledon) x1 position</li> <li>• West Coast Education District (Paarl) x1 position</li> </ul>
<b>Requirements</b>	3-year diploma or degree (NQF 6 or 7) in the following areas: Information Technology; a valid driver's license would be an advantage.
<b>Duties</b>	<b>1. Information Technology:</b> support the IT staff in software, hardware, cloud services and all other technology tasks and issues. Research on new trends and software related to the eLearning environment, <b>working at the district or within schools to support eLearning projects.</b>
<b>Knowledge and Skills</b>	Computer literacy: MS Office Package (MS Word, Excel and PowerPoint), Email system, Internet. Interpersonal skills. Listening skills. Ability to gather and process information. Good written and verbal communications skills in 2 official languages of the Western Cape.
<b>Preference of Placement</b>	Please indicate your preference by selecting the District you prefer to be placed at. Consider selecting a district in proximity to home as traveling costs will not be covered by the department. It is the responsibility of the graduate intern to travel to and from work at their own cost <ol style="list-style-type: none"> <li>1. Eden &amp; Central Karoo Education District (George) <b>ref: ECKED</b> x1 position</li> <li>2. Overberg Education District (Caledon) <b>ref: OED</b> x1 position</li> <li>3. West Coast Education District (Paarl) <b>ref: WCED</b> x1 position</li> </ol>

<b>Required Documentation</b>	<p><b>Candidates must submit the following:</b></p> <p>(1) a completed <b>Z83 form</b>, obtainable from any government department, together with</p> <p>(2) a certified copy of the relevant <b>qualification</b> and</p> <p>(3) a South African bar-coded <b>ID book</b> or South African ID card,</p> <p>(4) the <b>academic results</b> certified by the academic institution and</p> <p>(5) a short <b>CV</b>.</p>
<b>Instructions to candidates</b>	<p>Clearly indicate on the application the correct reference number, preferred District for placement and academic field.</p> <p>Use the following <a href="#">link</a> to apply online for the Graduate Internship Programme or scan the QR code to access the <a href="#">link</a> on your cell phone/tablet.</p> <p><a href="#">WCED Grad Intern 2 /2022</a></p> 
<b>Closing Date:</b>	15 July 2022
<b>Enquiries</b>	<p>Ms. Mandiso Jonas, Tel. 021 467 2674 <a href="mailto:Mandiso.Jonas@westerncape.gov.za">Mandiso.Jonas@westerncape.gov.za</a></p>

**Please note:** Copies of certified copies and faxes will not be accepted. The WCED will not be held responsible for any costs relating to relocation, subsistence and travelling. Correspondence will be limited to short-listed candidates only. Kindly accept that, if you do not hear from the WCED by 1 August 2022, your application was unsuccessful.

**If you have been a Graduate Intern previously, you will not be considered.**