

# eLearning Graduate Internship Programme [2023 - 2025]

<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 340,20. 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>	Head Office and District Offices
<b>Requirements</b>	3-year diploma or degree (NQF 6 or 7) in the following areas: <b>Office Management and Technology; Public Administration or Management; Project Management; Information Technology; Graphic Design and Digital Marketing;</b> a valid driver's license would be an advantage.
<b>Duties</b>	<ul style="list-style-type: none"> <li>• General office duties, such as answer phone inquiries, take minutes during meetings, manage databases and input information, data, records, organize and setup/break down conference rooms and/or training venues</li> <li>• Assist project managers to prepare files, documents related to projects (eLearning and Back-on-Track (BoT), collect and collate data to track performance or efficiency</li> <li>• Support the IT staff in software, hardware, cloud services and all other technology tasks and issues.</li> <li>• Support for the eLearning directorate through a variety of channels, print, digital, web, video, app creations, social media and others as assigned. Reference your experience in the software packages listed.</li> </ul> <p><b>To support eLearning projects working at head office, district or within schools to support eLearning administration.</b></p>
<b>Knowledge and Skills</b>	Excellent Computer literacy skills: MS Office Package (MS Word, Excel and PowerPoint), Email, Internet. Interpersonal skills. Listening skills. Ability to gather and process information. Good written and verbal communications skills in at least 2 official languages of the Western Cape.
<b>Preference of Placement</b>	Please <b>indicate</b> your <b>preference</b> by selecting <b>Head Office and or the District(s)</b> 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 <b>travel to and from work at their own cost.</b> <b>Positions available:</b> <b>Head Office</b> - Cape Town (8), <b>Metro East District Office</b> – Kuilsriver (2) <b>Metro Central District Office</b> – Maitland (3) <b>Metro South District Office</b> – Mitchells Plain (2) <b>Metro North District Office</b> – Parow (2) <b>Overberg District Office</b> – Caledon (2) <b>West Coast Office</b> – Paarl (2) <b>Eden and Central Karoo District Office</b> – George (2) <b>Cape Winelands District Office</b> – Worcester (2)
<b>Required Documentation</b>	Candidates must submit the following documents by uploading it via the online form on the link below: (1) a completed Z83 form, obtainable from any government department; (2) a certified copy of the relevant qualification;

	(3) a South African bar-coded ID book or South African ID card; (4) the academic results certified by the academic institution; (5) a short CV.
<b>Instructions to candidates</b>	<p>Applicants must indicate on the application the preferred office or multiple offices for which you apply.</p> <p>Use the following <a href="#">Link</a> to apply online for the Graduate Internship Programme or scan the QR code to access on your cell phone/tablet.</p> <p><a href="#">WCED Graduate Internship</a></p> <div style="text-align: center;">  </div>
<b>Closing Date:</b>	19 May 2023 at 13:00
<b>Enquiries</b>	<p>Ms. Taryn Mentor, Tel. 021 467 2569 <a href="mailto:Taryn.Mentor@westerncape.gov.za">Taryn.Mentor@westerncape.gov.za</a></p>

**Please note:**

- Only on-line applications will be considered.
- The WCED will not be held responsible for any costs relating to relocation, subsistence and travelling.
- As part of the vetting process, the Directorate: Strategic People Management will conduct the necessary verifications against the National Register for Sex Offenders (NRSO) and National Child Protection Register (NCPR) via the Department of Social Development (DSD). The submission of an application to an advertised post, automatically grants WCED consent to conduct the verification via the Department of Social Development.
- Correspondence will be limited to short-listed candidates only.
- Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their application(s) was/were unsuccessful.
- If you have been a Graduate Intern previously, you will not be considered.