

e LEARNING GRADUATE INTERNSHIP OPPORTUNITIES

Graduated youths (between the ages of 20 and 34) are provided with an opportunity to gain practical work experience for a period of twenty-four (24) months at the Western Cape Education Department (WCED). Women and people with disabilities are particularly encouraged to apply.

CONTRACT PERIOD	REMUNERATION	CLOSING DATE
1 July 2025 – 30 June 2027	R 7 860,50 stipend per month, depending on the qualification (NQF level 6 to 7)	Wednesday 7 May 2025 at 16:00
PLACEMENT - eLEARNING		ENQUIRIES
WCED Head Office & District Offices		Ms. Taryn Mentor 021-467 2569 Taryn.Mentor@westerncape.gov.za
PLACEMENT - CD: BIM		ENQUIRIES
WCED Head Office		Ms.Buyiswa Mpama 021-467 2550 Buyiswa.Mpama@westerncape.gov.za Mr Asive Mtanzeli 021- 829 0417 Asive.Mtanzeli@westerncape.gov.za
REQUIREMENTS <ul style="list-style-type: none">• Candidates must be between the ages of 20 – 34.• Candidates must have successfully completed a 3-year diploma or degree at NQF level 6 or 7 in a relevant field as indicated below:<ul style="list-style-type: none">○ DEL 001 Digital Content: Software and /or web development; Information Management; Data Analysis; Office Management & Technology; Project Management.○ DEL 002 Digital Marketing: Marketing; Communication; Social Media; Digital Marketing; Graphic Design; Illustrative Design○ DEL 003 eLearning: Office Management and Technology; Public Administration or Management; Public Administration; Project Management; Information Management; Data Analysis○ CD: BIM: Computer Science, Statistics, Mathematics, Economics, or related field.• Candidates must have a high level of proficiency in at least two of the three official languages of the Western Cape.• Candidates		
RECOMMENDATION: A valid driver’s license would be an advantage		WORK ARRANGEMENTS: <ul style="list-style-type: none">• Own transport to the workplace.• Relocation (if necessary) will be the candidate’s cost.• The employment is a 24-month fixed contract.
COMPETENCIES (KNOWLEDGE & SKILLS): <ul style="list-style-type: none">• Computer Literacy: High level of competency in MS Office Suite (MS Word, Excel, PowerPoint, Outlook) & Internet• Interpersonal skills: A creative problem solver with fundamental work-related skills enabling the candidate to function effectively in a professional environment, quick to learn and adapt to the required need.		
DEL 001 DIGITAL CONTENT Software development: A basic understanding and working knowledge of HTML, CSS, and JavaScript. Familiarity with CMS platforms such as Drupal a bonus; Ability to work collaboratively in cross-functional teams; Conduct user testing on new and existing projects		
DEL 002 DIGITAL MARKETING <ul style="list-style-type: none">• Social Media and Content Design and Management: Provide Administration and Organisation support to eLearning Capacity Building/ eLearning Resource Management/ Data Analysis and Project Management		
DEL 003 ELEARNING (The successful candidate(s) will be appointed in support of eLearning projects working at Head Office (Cape Town), District Offices or within schools to support eLearning administrative duties: <ul style="list-style-type: none">• 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		

- 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
- Support the IT staff in software, hardware, cloud services and all other technology tasks and issues.
- Responsible to provide support for the eLearning directorate through a variety of channels, print, digital content, web, video, app creations, social media and others as assigned.

CD: BIM

- Data Analysis and Exploration
- Predictive Modeling and Machine Learning
- Data Mining and Pattern Recognition
- Experimentation and A/B Testing
- Collaboration and Communication

***DESIGNATION (STATIONS)**

DEL 001	WCED Head Office, 1 North Wharf Square, 2 Lower Loop Street, Cape Town	
DEL 002	WCED Head Office, 1 North Wharf Square, 2 Lower Loop Street, Cape Town	
DEL 003*	Head Office (Cape Town)	
	Eden and Central Karoo Education District (George)	Metro Central Education District (Maitland)
	Overberg Education District (Caledon)	Metro East Education District (Kuilis River)
	West Coast Education District (Paarl)	Metro North Education District (Parow)
	Cape Winelands Education District (Worcester)	Metro South Education District (Mitchells Plain)
CD: BIM	Head Office (Cape Town)	Chief Directorate: Business Intelligence Management

**Candidates must indicate which of the designations they are applying for.*

REQUIRED DOCUMENTS:

Candidates must submit ALL the following documents by uploading them via the online application form:

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** (Transcript) certified by the academic institution
5. A short **CV**

INSTRUCTIONS TO APPLICANTS

Use eLearning link below to apply for eLearning

- Click on the link: [WCED eLearning Graduate Internship Application](#) or Scan the QR code.
- Only on-line applications will be considered.



Use link below to apply for CD: BIM

- Link: <https://forms.gle/SZLG8HjMCT5N8L1k7>



- 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.