



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: L. Sidiya Tel: 040 608 4753 . Fax :040 608 4690. Email: lukhanvo.sidiya@ecdoe.gov.za
Website: www.ecdoe.gov.za

ADVERT FOR RESEARCH INTERN x 15 POSTS

PERIOD: 24 MONTHS

CLOSING DATE: 26 August 2022

STIPEND: R7 500.00 PER MONTH

An exciting opportunity for aspiring researchers have arisen within the Eastern Cape Department of Education. The Eastern Cape Department of Education in partnership with ETDP-SETA will be recruiting research interns who will be placed within the department for a 24 months period. All researchers will be placed at the head office in the Office of the Head of Department and under the Policy and Research Directorate. Research intern will be responsible for assisting in departmental policy reviewing, development of annual operational plans, annual performance plan, develop and maintain strategic issues and publish research products and research strategic issues and publish research products.

Job Description

- Development and maintenance of departmental policies
- Evaluation of departmental policies
- Drafting of the departmental strategic plan
- Drafting of the departmental annual performance plan
- Develop and maintain departmental research agenda
- Develop and maintain strategic issues and publish research products
- Research strategic issues and publish research products
- Develop an inventor of key research products

Requirements and skills

- Knowledge in research methods
- Ability to work under pressure
- Excellent time management
- Excellent organisational and communication skills
- High levels of initiative are encouraged
- Ability to work independently



Required Qualifications

- PhD/Master's degree
- Registered for a PhD (Proof of Registration to be attached)
- Good analytical skills and computer skills
- Research experience (academic related/work related)

INSTRUCTION TO CANDIDATES

All applications should be accompanied by an application letter, a recently updated CV, certified copies of all qualifications and ID copy. Applications should be submitted to Human Resource Development Head office in Zwelitsha or emailed to zandile.makayi@ecdoe.gov.za

ENQUIRIES

All enquiries should be addressed to.

Name: Zandile Makayi

Email: zandile.makayi@ecdoe.gov.za

Contact Number: 040 608 4753/4340

Yours in quality education

L. SIDIYA
ACTING DIRECTOR - HRD