



OFFICE OF THE DIRECTOR: INFORMATION COMMUNICATION TECHNOLOGY (ICT)

Steve Vukile Tshwete Complex, Zone 6 Zwelitsha, 5608, Private Bag X0032, Bhisho, 5605 REPUBLIC OF SOUTH AFRICA:

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Website: www.eceducation.gov.za

MEMORANDUM

TO : HEAD OFFICE STAFF

FROM : DIRECTOR OF INFORMATION COMMUNICATION TECHNOLOGY (ICT)

DATE : 15 JULY 2025

SUBJECT : TECHNOLOGY MATURITY ADVOCACY

To All ECDOE Head Office staff:

The Department has made significant investments & progress on implementation of systems and technology in the past. These developments have covered and have been the cause of the success of the Eastern Cape Department of Education (ECDoE) thus far. Therefore, Directorate of Information Communication Technology (ICT) has begun **Head Office Technology Maturity Advocacy** for all employees in coordination with our service provider Nkqubela Technologies.

All SMT and staff members are to familiarise themselves with the below schedule/relevant dates for our **designated staff to visit your respective offices & conduct the following ICT policy initiatives:**

1. Departmental email setup on Outlook and approved email signatures
2. Upgrade of Office Apps to the latest Office 365 suite & assigning relevant Licenses
3. Setup and pinning of commonly used Apps to taskbar (Word, Excel, PowerPoint etc.)
4. Optimisation of laptops and user basic etiquette to ensure proper performance
5. Uninstalling of prohibited, outdated or unused software/applications
6. Installation of work specific software (Adobe, WinZip, Anydesk etc.)
7. Setup of Priority software (Absolute, Company Portal etc.)
8. Activation of ECDOE approved product keys for Windows & relevant updates installation

This Advocacy is conducted because of the latest ECDOE Corporate ICT Governance Strategy dated 2024 - 2029 as compiled by the Director of Information Communication Technology (ICT), with focus on the ECDOE ICT Maturity Exercise. Furthermore, this advocacy will ensure technology readiness, minimize technology downtime and overall promote ICT policies implementation to later be implemented at all levels of delivery namely *Institutes, Districts, Clusters, CMCs and Circuit offices*.

Looking forward to improving the Departments' technology readiness with you!

Yours in quality education

MR. L.T. NDZUBE

DIRECTOR: INFORMATION COMMUNICATION TECHNOLOGY (ICT)

15/07/2025
DATE



Appendix for standard email signature

**This is an illustration of the ECDoE email signature style used provincially*

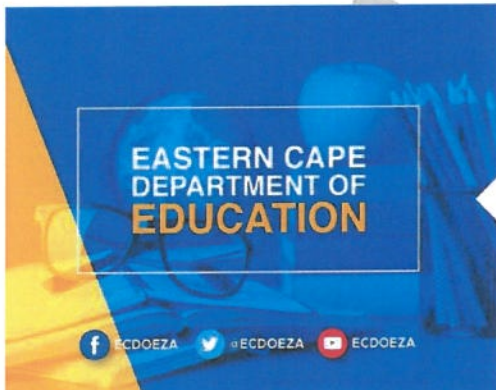
Yours in Quality Education...

John Doe

081 123 4567 / 040 765 4321

Job title/role

Name of directorate/sub-directorate



Province of the
EASTERN CAPE
EDUCATION

LOCATION

Steve Tshwete Education Complex, Zone 6, Zwelitsha, 5608,
Private Bag X0032, Bisho, 5605, Republic of South Africa

CONTACT INFO

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ALSO NOTE:

1. All text to be selected to Arial font
2. Signature to be used for both new and reply to messages
3. "Yours in Quality Education..." to be italicized



NAME OF OFFICE	START DATE	LAST DATE
MEC SUPPORT OFFICE	TBA	TBA
HOD		
CHIEF DIRECTORATE: EXECUTIVE GOVERNANCE AND SUPPORT	4 th August 2025	8 th August 2025
DIRECTORATE: EXECUTIVE SUPPORT		
DIRECTORATE: YOUTH & SPECIAL PROGRAMMES		
CHIEF DIRECTORATE: INTERNAL AUDIT	11 th August 2025	15 th August 2025
DIRECTORATE: PERFORMANCE AUDIT		
DIRECTORATE: STATUTORY AUDIT		
DIRECTORATE: ENTERPRISE RISK & INTEGRITY MANAGEMENT	18 th August 2025	22 nd August 2025
(INCLUDING SUB-DIRECTORATES)		
BRANCH: CORPORATE MANAGEMENT & DELIVERY	25 th August 2025	29 th August 2025
BRANCH: DISTRICT COORDINATION & INSTITUTIONAL OPERATIONS MANAGEMENT		
BRANCH: CORPORATE MANAGEMENT		
BRANCH: FINANCE MANAGEMENT (CHIEF FINANCIAL OFFICER)		
CHIEF DIRECTORATE: CURRICULUM MANAGEMT	25 th August 2025	26 th August 2025
CHIEF DIRECTORATE: EXAMINATIONS & ASSESSMENT		
CHIEF DIRECTORATE: TEACHER DEVELOPMENT & LEARNING INSTITUTIONS		



CHIEF DIRECTORATE: LEARNER DEVELOPMENT & SOCIAL SUPPORT SERVICES		
CHIEF DIRECTORATE: DISTRICT COORDINATION & INSTITUTIONAL ATTAINMENT (CLUSTER A & B)	26 th August 2025	27 th August 2025
CHIEF DIRECTORATE: RESOURCING AND SCHOOL ADMINISTRATION		
CHIEF DIRECTORATE: PHYSICAL RESOURCE MANAGEMENT		
CHIEF DIRECTORATE: INSTITUTIONAL OPERATIONS MANAGEMENT		
CHIEF DIRECTORATE: CORPORATE STRATEGY MANAGEMENT	27 th August 2025	28 th August 2025
CHIEF DIRECTORATE: HUMAN RESOURCE MANAGEMENT & DEVELOPMENT		
CHIEF DIRECTORATE: EMPLOYEE RELATIONS & WELLNESS SERVICES		
CHIEF DIRECTORATE: COMMUNICATION & STAKEHOLDER MANAGEMENT		
CHIEF DIRECTORATE: LEGAL SERVICES		
CHIEF DIRECTORATE: MANAGEMENT ACCOUNTING	28 th August 2025	29 th August 2025
CHIEF DIRECTORATE: FINANCIAL ACCOUNTING		
CHIEF DIRECTORATE: SUPPLY CHAIN MANAGEMENT		
CHIEF DIRECTORATE: INTERNAL CONTROL		
DIRECTORATE: EARLY CHILDHOOD	1 st September 2025	2 nd September 2025



DEVELOPMENT (INCLUDING SUB-DIRECTORATES)		
DIRECTORATE: SECONDARY CURRICULUM MANAGEMENT (SEN-FET) (INCLUDING SUB-DIRECTORATES)	2 nd September 2025	3 rd September 2025
DIRECTORATE: E-TEACHING & LEARNING DIRECTORATE: EDUCATION LANGUAGE POLICY	3 rd September 2025	4 th September 2025
DIRECTORATE: EXAMINATIONS ADMINISTRATIONS & LOGISTICS (INCLUDING SUB-DIRECTORATES)	4 th September 2025	8 th September 2025
DIRECTORATE: EXAMINATIONS & ASSESSMENT MANAGEMENT SERVICES (INCLUDING SUB-DIRECTORATES)	8 th September 2025	9 th September 2025
DIRECTORATE: SCHOOL HEALTH, SAFETY & LEARNER ENRICHMENT (INCLUDING SUB-DIRECTORATES)	9 th September 2025	10 th September 2025
DIRECTORATE: OPERATIONS MANAGEMENT & COORDINATION (CLUSTER A) (INCLUDING SUB-DIRECTORATES) SUB-DIRECTORATE: OPERATIONAL COORDINATION	10 th September 2025	12 th September 2025
DIRECTORATE: OPERATIONS MANAGEMENT & COORDINATION (CLUSTER B) (INCLUDING SUB-DIRECTORATES)	15 th September 2025	16 th September 2025
DIRECTORATE: SCHOOL RESOURCE	17 th September 2025	18 th September 2025



PLANNING DIRECTORATE: SCHOOL ADMINISTRATION (INCLUDING SUB-DIRECTORATES)		
DIRECTORATE: PHYSICAL RESOURCE PLANNING (INCLUDING SUB-DIRECTORATES)	18 th September 2025	19 th September 2025
DIRECTORATE: INFRASTRUCTURE DELIVERY	22 nd September 2025	23 rd September 2025
DIRECTORATE: SCHOOL LANDSCAPE MANAGEMENT REVITALISATION & RURAL EDUCATION (INCLUDING SUB-DIRECTORATES)	23 rd September 2025	24 th September 2025
DIRECTORATE: QUALITY PROMOTIONS & STANDARDS (INCLUDING SUB-DIRECTORATES)	25 th September 2025	25 th September 2025
DIRECTORATE: EDUCATION MANAGEMENT INFORMATION SYSTEMS (INCLUDING SUB-DIRECTORATE)	29 th September 2025	30 th September 2025
DIRECTORATE: INSTITUTIONAL DEVELOPMENT & DELIVERY OVERSIGHT (INCLUDING SUB-DIRECTORATES)	30 th September 2025	30 th September 2025
DIRECTORATE: CORPORATE PLANNING, MONITORING, POLICY & RESEARCH COORDINATION INCLUDING SUB-DIRECTORATES)	1 st October 2025	1 st October 2025
DIRECTORATE: ORGANISATIONAL DEVELOPMENT (INCLUDING SUB- DIRECTORATES)	2 nd October 2025	3 rd October 2025



DIRECTORATE: FACILITY, SECURITY & KNOWLEDGE MANAGEMENT SERVICES (INCL. SUB-DIRECTORATES)	6 th October 2025	8 th October 2025
DIRECTORATE: HUMAN RESOURCE PLANNING & INFORMATION SYSTEMS (INCLUDING SUB-DIRECTORATES)	8 th October 2025	9 th October 2025
DIRECTORATE: HUMAN RESOURCE DEVELOPMENT (INCLUDING SUB-DIRECTORATES)	9 th October 2025	10 th October 2025
DIRECTORATE: HUMAN RESOURCE DEVELOPMENT (INCLUDING SUB-DIRECTORATES)	13 th October 2025	14 th October 2025
DIRECTORATE: EMPLOYEE RELATIONS AND ADVOCACY (INCLUDING SUB-DIRECTORATES)	15 th October 2025	15 th October 2025
DIRECTORATE: COLLECTIVE BARGAINING DIRECTORATE: EMPLOYEE WELLNESS SERVICES	16 th October 2025	16 th October 2025
DIRECTORATE: STAKEHOLDER MANAGEMENT & CITIZEN CARE SERVICES (INCLUDING SUB-DIRECTORATES)	17 th October 2025	17 th October 2025
DIRECTORATE: COMMUNICATIONS & EVENTS MANAGEMENT (INCLUDING SUB-DIRECTORATES)	20 th October 2025	21 st October 2025
DIRECTORATE: LEGAL SERVICES	21 st October 2025	21 st October 2025
DIRECTORATE: FINANCIAL PLANNING SERVICES DIRECTORATE: BUDGETING SERVICES	22 nd October 2025	22 nd October 2025



DIRECTORATE: FINANCIAL MONITORING & REPORTING		
DIRECTORATE: SALARY MANAGEMENT (INCLUDING SUB-DIRECTORATE)	23 rd October 2025	23 rd October 2025
DIRECTORATE: EXPENDITURE MANAGEMENT (INCLUDING SUB-DIRECTORATE)	23 rd October 2025	24 th October 2025
DIRECTORATE: ACCOUNTING SERVICES & REPORTING (INCLUDING SUB-DIRECTORATE)	27 th October 2025	28 th October 2025
DIRECTORATE: LOGISTICS AND DISPOSAL MANAGEMENT DIRECTORATE: CONTRACT MANAGEMENT SERVICES	29 th October 2025	29 th October 2025
DIRECTORATE: DEMAND & ACQUISITION MANAGEMENT (INCLUDING SUB-DIRECTORATE)	30 th October 2025	30 th October 2025
SUB-DIRECTORATE: SUPPLY CHAIN MANAGEMENT RISK AND PERFORMANCE MANAGEMENT DIRECTORATE: INTERNAL CONTROL (INCLUDING SUB-DIRECTORATE)	31 st October 2025	31 st October 2025