



rural development & agrarian reform

Department:
Rural Development & Agrarian Reform
PROVINCE OF THE EASTERN CAPE

OFFICE OF THE HOD

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Our reference:	Your reference:	Enquiries: Ms. N Mkalipi (040 6025237)
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**ALL SMS MEMBERS
ALL MMS MEMBERS
ALL ASSISTANT DIRECTORS**

Dear All

WRITING FOR GOVERNMENT COURSE ON NSG ONLINE

The Departmental Risk Management Committee noted with concern the quality of reports submitted to the departmental governance structures. During the second Quarter Risk Management Committee meeting, the matter was discussed extensively and a resolution was reached that all employees at supervisory level who have the responsibility of submitting reports in the department should be capacitated on writing for government skills. The Committee further resolved that enrolling and completing the course should be compulsory.

It is against this background that all employees from level 9 – 16 are implored to register online for the free **Writing for Government Course** on the **National School of Government (NSG)** website, www.thensg.gov.za Employees are expected to have completed the course by 31 March 2021 and submit their certificates to the HRD office. HRD will submit a report of the office of the HOD and the Risk Management Committee.

Programme Managers and Directors must ensure that the employees reporting to them enrol for the course and submit their certificates of completion at the end of each month. Employees below level 9 may also register and complete the course as it is free and available to all public servants. For assistance with enrolling for the course please contact Mr. Mfundiso Nzimande at 040- 6025222/ 0828681404 email: mfundiso.nzimande@drdar.gov.za

Your consideration and action to this matter will be appreciated.

Kind regards,

MR B. DAYIMANI

ACTING HEAD OF DEPARTMENT: DRDAR

Date: 1/02/2021

Vibrant, equitable, sustainable rural communities and food security for all.

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