

**PROVINCIAL ADMINISTRATION: MPUMALANGA
DEPARTMENT OF EDUCATION**

The Mpumalanga Department of Education is committed to provide equal opportunities and practices affirmative action employment. It is the intention of the Department to promote representivity (disability, gender and race) through the filling of posts and a candidate whose transfer / promotion / appointment will promote representivity will receive preference.

<u>APPLICATIONS</u>	:	The Mpumalanga Department of Education awaits applications from suitably qualified and experienced persons for appointment to positions, as set out below: Should be uploaded via the following link https://erecruitment.mpg.gov.za
<u>CLOSING DATE</u>	:	08 October 2026
<u>NOTE</u>	:	Applications should be submitted on the latest Form Z.83, obtainable from any Public Service Department. Applications must in all cases be accompanied by a recently updated comprehensive CV only. Only shortlisted candidates for a post will be required to submit certified copies of qualifications, identity document and driver's license on or before the day of the interview following communication from the relevant HR section of the Department. The filling of posts will be done in terms of the Department's approved Employment Equity Plan. Due to ongoing internal processes, the Department reserves the right to withdraw any post at any time. The Department reserves the right to verify the qualifications of every recommended candidate prior to the issuing of an offer of appointment. All short-listed candidates will be subject to a vetting process prior to appointment. If no response is received from Mpumalanga Department of Education within 90 days after the closing date of the advertisement, applicants must assume that their application was not successful. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Enquiries should be directed to 013 766 5524/5175/5267/5458/5350: Ms. NP Magagula / Ms. SL Mkhathshwa / Ms. SR Ndzinisa / Mr. X Sifunda, YT Mthethwa - HR Recruitment.

MANAGEMENT ECHELON

<u>POST 33/171</u>	:	<u>DEPUTY DIRECTOR-GENERAL: OFFICE OF THE CFO REF NO: A6/106</u>
<u>SALARY</u>	:	R1 885 710 per annum, (an all-inclusive remuneration package). The package can be structured according to the individual's personal needs.
<u>CENTRE</u>	:	Head Office, Mbombela
<u>REQUIREMENTS</u>	:	An appropriate SAQA recognised Honors Degree or Post Graduate Diploma or equivalent qualification (NQF level 8) relevant to the specific field plus a minimum of 8 years experience at senior managerial level. Registration as CA (SA) would be an added advantage. Valid driver's license. Knowledge, skills, training and competencies required: Sound technical knowledge of GRAP (Generally Recognised Accounting Practices), which will encompass the transition to the accrual basis of accounting, performance budgeting and the Public Service Legislative Framework for Financial and Supply Chain Management. In depth knowledge and understanding of the provisions of the Public Finance Management Act, Treasury Regulations and the Division of Revenue Act. Sound knowledge of the Public Service Act and –Regulations, the Employment of Educators Act and other HR-related policy frameworks and practices. Sound knowledge of the strategic planning processes. Ability to provide sound technical advice on the performance of the departmental financial system to the Accounting Officer and Line Managers. Strong leadership ability in securing financial resources for the Department to adequately fund the Strategic Plan. Ability to capitalize on human potential and to build a strong financial delivery team. Advanced planning, organising and project management skills. Excellent verbal communication- and report writing skills. Shortlisted candidates will be subjected to a relevant technical exercise. Please note: With effect from 1 April 2020, an individual may only qualify for appointment at SMS level provided that said official has successfully completed a Public Service Senior Management Leadership Programme and that he/she can produce the required Pre-entry Certificate as issued by the National School of Governance (NSG) on her/his own cost. For further

information related to the on-line course, interested officials are advised to contact nyukela@thensg.gov.za. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity.

DUTIES

: Develop, implement and maintain appropriate mechanisms to timeously respond to the changing needs for financial information, the interpretation thereof and the rendering of technical advice to the Accounting Officer. Ensure that the financial resources and assets of the Department are utilised effectively and economically to realize the objectives of the Strategic Plan. Provide technical advice to Line Managers to ensure the equitable allocation, maintenance and utilization of resources in line with the strategic objectives of the Department, legislative imperatives and good governance principles. Ensure compliance with the provisions of the Public Finance Management Act, Treasury Regulations and the Division of Revenue Act. Meet the reporting requirements and standards set in terms of the PFMA, Division of Revenue Act and financial statements. Ensure adequate internal financial control arrangements and systems for the accountable delegation of financial powers, asset security, monitoring and evaluation, early warning and timeous corrective action. Assist the Accounting Officer by applying cost benefit analysis principles ensuring value for money. Oversee the budgetary process within the Department, exercise budgetary control and provide early warning arrangements at a strategic level. Develop and facilitate the implementation of Supply Chain Management Systems consistent with legislative and other good governance arrangements. Oversee the preparation and submission of the annual financial statement and liaise with the Auditor General in this regard. Oversee the rendering of diverse HR Management-, labour relations and HR development services within the Department.

ENQUIRIES NOTE

: Ms LH Moyane Tel No: (013) 766 5520
: The successful candidate will have to sign an annual performance agreement, annually disclose his/her financial interests and be subjected to a security clearance. Appointment will be subject to competency assessment. Shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview and technical exercise the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments) The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.

POST 33/172

: **CHIEF DIRECTOR: HR MANAGEMENT REF NO: A6/107**

SALARY

: R1 554 696 per annum, (an all-inclusive remuneration package). The package can be structured according to the individual's personal needs.

CENTRE REQUIREMENTS

: Head Office, Mbombela
: An appropriate SAQA recognised Bachelors Degree or Advanced Diploma or equivalent qualification (NQF level 7) relevant to the specific field plus a minimum of 5 years experience at senior managerial level. Proven outstanding managerial and service delivery competency. In depth knowledge and understanding of the relevant policy frameworks including the Public Service Act and Regulations, the national and provincial HR and IT policy frameworks, PFMA and Financial Regulations, as well as the legislation and policies governing the provisioning, employment and conditions of service of educators. Extensive and credible experience in the application of systems, processes, procedures and best practices in the areas of human resource management and labour relations. Proven communication and interpersonal skills at all levels. Sound analytical and problem solving skills. Planning, organising and project management skills. Excellent leadership and managerial skills. Ability to develop logical frameworks and other models. Ability to develop and adhere to work schedules and to work under pressure. Developed computer literacy. Willingness to travel and work beyond normal working hours. Valid driver's license. Shortlisted candidates will be subjected

to a relevant technical exercise. Please note: With effect from 1 April 2020, an individual may only qualify for appointment at SMS level provided that said official has successfully completed a Public Service Senior Management Leadership Programme and that he/she can produce the required Pre-entry Certificate as issued by the National School of Governance (NSG) on her/his own cost. For further information related to the on-line course, interested officials are advised to contact nyukela@thensg.gov.za. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity.

DUTIES :

Ensure the development, planning, implementation, monitoring, assessment and co-ordination of policy and systems for the rendering of human resource management-, labour relations as well as human resource development services. Manage HR planning and -provisioning, remuneration and -performance matters. Manage labour relations, as well as matters related to incapacity, inefficiency and misconduct. Manage the rendering of human resource development services. Ensure compliance, implementation and maintenance of national and provincial policy frameworks in the responsible areas of activity. Ensure mission effectiveness and operational efficiency through effective and efficient resources management, including the human resources, finance, equipment and systems of the component. Contribute to the strategic direction of the Department. Pro-actively build sound relationships with key stakeholders and clients, including organised labour. Empower staff within the component through coaching, development and skills transfer. The appointee will be a member of the management echelon of the Department of Education, and will be expected to contribute at that level. Promote a culture of efficiency and quality.

ENQUIRIES :

NOTE :

Ms LH Moyane Tel No: (013) 766 5520

The successful candidate will have to sign an annual performance agreement, annually disclose his/her financial interests and be subjected to a security clearance. Appointment will be subject to competency assessment. Shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview and technical exercise the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments) The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.

POST 33/173 :

DIRECTOR: INCLUSIVE EDUCATION AND EDUCATION SUPPORT REF NO: A6/108

SALARY :

R1 317 384 per annum, (an all-inclusive remuneration package). The package can be structured according to the individual's personal needs.

CENTRE :

REQUIREMENTS :

Head Office, Mbombela

An appropriate SAQA recognised Bachelors Degree or Advanced Diploma or equivalent qualification (NQF level 7) relevant to the specific field plus a minimum of 5 years experience at a middle/senior managerial level. Knowledge of and experience in high level planning and management. He or she will provide strategic leadership in the Directorate. Knowledge of government and departmental policies as well as proven ability to work as part of a team. Competencies: In depth knowledge and understanding of all legislation related to the Public Service and the education sector. Distinct competence and a proven track record in the areas of participative management and leadership, organisational development, policy formulation, as well as programme management and evaluation. Ability to capitalize on human potential and to build a strong team. Strong leadership ability. Advanced planning, organisational and project management skills. Sound analytical and problem-solving skills. Ability to develop logical frameworks and other planning models. Sound financial management skills. Proven ability to communicate effectively with a broad spectrum of role players, both in writing and verbally. Excellent report writing skills. Excellent networking skills. Willingness to travel

and work beyond normal working hours. Ability to maintain the required level of information confidentiality and security. Good computer user skills. The ability to provide strategic leadership and to deliver excellent results under pressure will be a strong recommendation. Valid driver's license. Shortlisted candidates will be subjected to a relevant technical exercise. Please note: With effect from 1 April 2020, an individual may only qualify for appointment at SMS level provided that said official has successfully completed a Public Service Senior Management Leadership Programme and that he/she can produce the required Pre-entry Certificate as issued by the National School of Governance (NSG) on her/his own cost. For further information related to the on-line course, interested officials are advised to contact nyukela@thensg.gov.za. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity.

DUTIES

: The Department of Education seeks to employ a dynamic leader as Director for the Inclusive Education Directorate. The successful candidate will take responsibility for the development and maintenance of policy, programmes and systems for inclusive education. He or she will also be a member of the management structure of the Department, and will be expected to contribute at that level. The Directorate is responsible for a range of functions, including: Development, evaluation and maintenance of policy, programmes and systems for; ordinary learners, learners with special learning needs and, psychological, guidance and social support programmes. Design systems to improve the efficiency and productivity of the Directorate. Pro-actively build sound relationships with key stakeholders and clients, including organised labour. Promote a culture of efficiency and quality. Empower staff within the component through performance management, coaching, development, and skills transfer.

ENQUIRIES NOTE

: Mr ER Nkosi Tel No: (013) 766 0918
: The successful candidate will have to sign an annual performance agreement, annually disclose his/her financial interests and be subjected to a security clearance. Appointment will be subject to competency assessment. Shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview and technical exercise the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments) The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.

POST 33/174

: **DIRECTOR: PUBLIC EXAMINATIONS REF NO: A6/109**

SALARY

: R1 317 384 per annum, (an all-inclusive remuneration package). The package can be structured according to the individual's personal needs

CENTRE REQUIREMENTS

: Head Office, Mbombela
: An appropriate SAQA recognised Bachelors Degree or Advanced Diploma or equivalent qualification (NQF level 7) relevant to the specific field plus a minimum of 5 years experience at a middle/senior managerial level. Valid driver's license. Shortlisted candidates will be subjected to a relevant technical exercise. Please note: With effect from 1 April 2020, an individual may only qualify for appointment at SMS level provided that said official has successfully completed a Public Service Senior Management Leadership Programme and that he/she can produce the required Pre-entry Certificate as issued by the National School of Governance (NSG) on her/his own cost. For further information related to the on-line course, interested officials are advised to contact nyukela@thensg.gov.za. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments

		to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity.
<u>DUTIES</u>	:	Manage the examination administration system including certification- and logistical services. Manage the rendering of IT and data management support systems and examination administrative support services. Manage and co-ordinate the development and editing of question papers. Manage production of question papers and manage the overseeing of marking processes of content- languages and technical subjects. Manage the rendering of examination policy compliance and district co-ordination services. Identify and resolve examination irregularities. Manage GET and FET examinations as school based assessments. Manage the rendering of general administration- as well as risk and security services. Pro-actively build sound relationships with key stakeholders and clients, including organised labour. Promote a culture of efficiency and quality. The appointee will be a member of the management echelon of the Department of Education and will be expected to contribute at that level.
<u>ENQUIRIES</u>	:	Mr ER Nkosi Tel No: (013) 766 0918
<u>NOTE</u>	:	The successful candidate will have to sign an annual performance agreement, annually disclose his/her financial interests and be subjected to a security clearance. Appointment will be subject to competency assessment. Shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview and technical exercise the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments) The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.
OTHER POSTS		
<u>POST 33/175</u>	:	<u>DEPUTY DIRECTOR: FINANCIAL SERVICES (INFRASTRUCTURE-DORA)</u> <u>REF NO: A6/110</u>
<u>SALARY</u>	:	R932 292 per annum, (an all-inclusive remuneration package). The package can be structured according to the individual's personal needs.
<u>CENTRE</u>	:	Head Office, Mbombela
<u>REQUIREMENTS</u>	:	Appropriate degree (NQF 7) in Commerce or Accounting or Economics and five (5) years' relevant post-qualification (after completing qualification) experience. Computer literate. Understanding financial management as implemented in the Government and within the context of infrastructure budgeting and spending. Valid driver's license. Computer literacy. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment.
<u>DUTIES</u>	:	Give direction to and coordinate all Financial Management functions for the Chief Directorate including all financial issues and supply chain management issues pertaining to infrastructure projects/programmes. Extract, analyse and validate financial information for infrastructure projects/programmes. Provide financial administration services for all infrastructure Programmes and Projects. Prepare financial reports. Provide budget administration services. Update and maintain a document management system for all financial documentation.
<u>ENQUIRIES</u>	:	Mr KM Mathebula Tel No: (013) 766 5408
<u>NOTE</u>	:	Appointment will be subject to competency assessment. Shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview and technical exercise the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools

<u>POST 33/176</u>	:	<u>DEPUTY DIRECTOR: S/DIR: ECD CENTRES - CONDITIONAL GRANT (PROV MANAGER E-CARES) REF NO: A6/116</u> (3 Year Contract Post)
<u>SALARY</u>	:	R932 292 per annum, (an all-inclusive remuneration package). The package can be structured according to the individual's personal needs.
<u>CENTRE</u>	:	Head Office, Mbombela
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF 7) as recognised by SAQA in the relevant field or equivalent qualification. Minimum of 5 years' relevant experience in an ECD environment. Valid driver's license. Knowledge of the key challenges in the ECD sector and how these can be mediated to improve the quality of learning outcomes in schools and to contribute to success in later life. Knowledge of the key business processes in the ECD sector, including registration, subsidy management and reporting processes to accurately diagnose execution strengths and weaknesses, identify key issues, and develop implementation plans. Knowledge of and ability to work with critical stakeholders within the ECD sector to strengthen the implementation of Early Childhood Development programmes. Experience in all processes required in project management to deliver projects according to plans, time and budget. Ability to translate strategy into operational reality, including breaking down strategies or programme initiatives into key tasks and identifying accountabilities. Ability to align communication, people, culture, processes, resources and systems to ensure effective implementation and delivery of required results. Ability to write clearly and understandably. Good and functional knowledge of Government prescripts, knowledge of monitoring, evaluation and reporting systems and processes. Good interpersonal relations and the ability to handle pressure. Condition: Appointment will be subject to competency assessment. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment.
<u>DUTIES</u>	:	Gather national business process reform plans and interpret them in line with provincial requirements. Facilitates the adaptation of the national plans to develop integrated provincial implementation plans on ECD registration, infrastructure support, subsidy management and quality assurance and support. Coordinates the development, execution and monitoring of provincial Silver/Gold registration and subsidy implementation plans across all districts. Enables and support execution of the Provincial Programme Management Unit (PPMU) governance structures and processes to ensure effective and efficient execution of integrated provincial registration, infrastructure support and subsidy plans. Plans, coordinates and facilitates all training related to new ECD business processes at the provincial and district level. Coordinates all planned engagements of key departments and sector stakeholders critical towards the delivery of new ECD business processes. Coordinates ECD programme support requirements from district officials and supporting functional departments. Coordinates execution of stakeholder identification, engagements and communication through new and/or standard provincial communication channels with departmental internal communication team and existing district communication or engagement platforms (example- ECD forums, community forums etc.). Monitors provincial plans and tracks implementation of plans for all related districts. Consolidates provincial reports by facilitating inputs from district supervisors and functional leads. Monitors dashboards and ensures weekly results/updates are published and shared with districts.
<u>ENQUIRIES</u>	:	Mr. EK Siwela Tel No: (013) 766 5922
<u>NOTE</u>	:	Appointment will be subject to competency assessment. Shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview and technical exercise the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.

<u>POST 33/177</u>	:	<u>DEPUTY DIRECTOR: S/DIR: ECD CENTRES - CONDITIONAL GRANT (SYSTEM MANAGER E-CARES) REF NO: A6/117</u> (3 Year Contract Post)
<u>SALARY</u>	:	R932 292 per annum, (an all-inclusive remuneration package). The package can be structured according to the individual's personal needs.
<u>CENTRE</u>	:	Head Office, Mbombela
<u>REQUIREMENTS</u>	:	A SAQA recognised three-year post-matric qualification (NQF Level 7) in Information Systems / ICT / Computer Science / Data or related field. 7 years' relevant experience in Systems Administration and user support. Valid driver's license. Knowledge of Cloud-based system operations. Knowledge of the provincial EMIS environment and/ or ECD system landscape. Knowledge of database management. Knowledge of business intelligence reporting. Skills should include User Acceptance Testing (UAT) and training facilitation as well as data reporting and system usage monitoring. Strong analytical, data manipulation and reporting skills (Excel advanced level). Ability to coordinate multi-level stakeholders (national, provincial, district). Problem-solving ability, attention to detail, customer service orientation. Ability to work independently and travel extensively. Condition: Appointment will be subject to competency assessment. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment.
<u>DUTIES</u>	:	Provincial eCares system use and performance management. Leading provincial support for system usage, performance and adoption. Monitoring user compliance with system functionality and data workflows. Advocating system utilisation for decision-making. User support and access management. Managing first line helpdesk support for PED users. Managing user access, roles and permissions. Escalating issues promptly to national and service providers. User training and capacity building, which entails conducting ongoing training on: New releases; Functional improvements; Reporting and dashboards. Supporting districts and circuits to drive usage. Leading provincial testing of system releases and updates. Developing test plans, recording User Acceptance Testing (UAT) outcomes, and submit feedback to developers. Validating system enhancements before deployment. Identifying and resolving technical issues affecting provincial users. Maintaining alignment between eCares and EMIS Masterlists. Validating EMIS number allocation in eCares. Supporting provincial reporting needs and accuracy.
<u>ENQUIRIES</u>	:	Mr. EK Siwela Tel No: (013) 766 5922
<u>NOTE</u>	:	Appointment will be subject to competency assessment. Shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview and technical exercise the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.
<u>POST 33/178</u>	:	<u>ASSISTANT DIRECTOR: S/DIR: ECD CENTRES - CONDITIONAL GRANT (DATA QUALITY MANAGER E-CARES) REF NO: A6/118</u> (3 Year Contract Post)
<u>SALARY</u>	:	R487 197 per annum, plus 37% in lieu of benefits
<u>CENTRE</u>	:	Head Office, Mbombela
<u>REQUIREMENTS</u>	:	A SAQA-recognised three-year post-matric qualification (NQF L6 or higher) in Data Management, Information Systems, Statistics, Social Sciences, Monitoring and Evaluation or a related field. Five years' experience in data management, data quality assurance, monitoring or system support. Experience in the education sector data (e.g., EMIS) or ECD programmes is beneficial. Knowledge of database management. Knowledge of business intelligence reporting. Strong proficiency in Microsoft Excel and data validation. Strong proficiency in Business Intelligence tools (e.g., Power BI, Tableau) is advantageous. Command of basic database and reporting processes. Ability to support end-users and provide helpdesk-style guidance. Good communication (verbal and written) and stakeholder coordination skills. Strong problem-solving skills, attention to detail, and ability to work independently. A valid driver's licence and willingness to travel provincially. All shortlisted

		candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment.
<u>DUTIES</u>	:	Monitoring and improving accuracy, completeness and consistency of ECD data in the Early Childhood Administration and Reporting System (eCares). Supporting district and provincial users with data entry, uploads, corrections and troubleshooting. Conducting data quality checks and implementing improvement measures. Maintaining records of discrepancies, resolutions and reporting artefacts. Supporting the preparation of routine provincial and district reports. Conducting and supporting user training and capacity-building. Promoting the utilisation of dashboards and reports for planning and service delivery. Supporting user access management and assisting with system usage queries. Collaborating with national, provincial and district stakeholders to drive improved data quality practices. Conducting or supporting training sessions (virtually and in-person) for provincial and district users on data quality requirements (working with a provincial training team). Reinforcing the importance of accurate data entry and maintenance. Sharing tips and guidance for improving data quality. Designing and implementing data quality and completeness reviews. Advocating for the use of eCares reports and dashboards to support ECD operations and planning. Advocating and training provincial and district users in using reports and dashboards to support their operations and planning for ECD, including data collection where appropriate. Ensuring that reports and new plans are prepared with enough lead time to get the necessary approvals.
<u>ENQUIRIES</u>	:	Mr. EK Siwela Tel No: (013) 766 5922
<u>POST 33/179</u>	:	<u>SENIOR ADMIN OFFICER: S/DIR: ECD CENTRES - CONDITIONAL GRANT (SUPPORT SYSTEMS E-CARES) REF NO: A6/119</u> (3 Year Contract Post)
<u>SALARY CENTRE REQUIREMENTS</u>	:	R413 001 per annum, plus 37% in lieu of benefits Head Office, Mbombela Relevant post-school qualification in Information Systems, Education, Data Analysis, Public Administration, or related field. Experience supporting system rollouts, training, or user support (preferably in education or ECD). Computer literacy and confidence working with digital systems. Willingness to travel within the district and work directly with users on-site. Strong computer literacy (MS Office, online systems, data entry platforms). Practical experience using information systems or databases. Intermediate data analysis and reporting skills. Training facilitation and user support skills. Document management and verification. Strong computer and digital literacy skills, with the ability to confidently use multiple systems and applications. Data analysis and reporting skills at an intermediate level, including identifying trends, gaps, and inconsistencies. Training facilitation and user support skills, including the ability to explain technical concepts in a clear and practical manner. Problem-solving and analytical thinking skills, with the ability to develop practical solutions to operational and system-related challenges. Effective verbal and written communication skills suited to engagement with district officials and ECD service providers. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment.
<u>DUTIES</u>	:	Provide first-line support to district officials and ECD centres on eCares usage, data capture, and troubleshooting. Provide technical support to users with data collection, document uploads, enrolment updates, and system transactions. Escalate unresolved technical issues to provincial or national support structures where required. Support continuous improvement of training approaches based on user feedback and district user needs. Promote a culture of data use, learning, and accountability within district ECD structures. Provide data management and maintenance support to district users.
<u>ENQUIRIES</u>	:	Mr. EK Siwela Tel No: (013) 766 5922