

DEPARTMENT OF BASIC EDUCATION

The Department of Basic Education is committed to providing equal opportunities and practicing affirmative action employment. It is our intention to promote representivity (race, gender, disability) in the Department through filling of these posts and candidates whose transfer, promotion, or appointment will promote representivity will receive preference. Preference will firstly be given to excess employees and secondly to current Public Service employees.

APPLICATIONS

For Attention: Ms M Mahape

NOTE: Applications must be submitted on Form Z83 obtainable from any Public Service Department and must be accompanied by a comprehensive CV, ID and qualifications. Drivers' License and registration certificate must be attached if required. Required documents need not be certified when applying for a post, only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from HR. Applicants who do not comply with the above mentioned requirements will not be considered. Applications received after the closing date, e-mailed or faxed applications will not be considered.

CLOSING DATE: 11 March 2022

POST: SENIOR ADMINISTRATIVE OFFICER (DATA MANAGEMENT & QUALITY ASSURANCE)

(Ref: DBE/07/2022)

Branch: Business Intelligence
Chief Directorate: Information and Management Systems
Directorate: Education Management Information Systems (EMIS)
SALARY: R321 543 per annum (Level 8)
CENTRE: Department of Basic Education (Pretoria)

REQUIREMENTS: Applicants must be in possession of a Senior Certificate or equivalent qualification; Two (2) years relevant experience in the IT field in Data Management or related work; Work experience in Geospatial software such as GIS ArcGIS, QGIS, or Business Intelligence reports/dashboards, etc. will be an added advantage; Knowledge of MS Access and SQL is recommended; Good IT skills in programming, systems development and insight in the latest developments in the field of Information Technology; Ability to work with large datasets, data verification and analytical skills; Ability to keep up with a changing IT and education environment; Ability to work without supervision; Ability to meet targets and deadlines; Strong verbal and written communication skills; Be innovative; Willingness to work after hours and be prepared to travel; Valid Code 8 driver's licence. Have a passion for making a positive contribution in the South African Education Sector.

DUTIES: The successful candidate will assist in Master Data Cleansing and quality assurance activities; Work with relevant teams to communicate and drive data cleansing activities; Assist in GIS development of dashboards and updating of existing reports with recent Data Marts; Assist in quality assuring and verifying Education data with Provincial Education Departments and other relevant stakeholders for reporting and dissemination; Assist in data dissemination and anonymisation of datasets in compliance to the POPI Act; Assist in the Data Management and Data Migration processes for ECD; Provide EMIS support to the Director and Directorate as reasonably requested.

Note: Shortlisted candidates may be required to undergo a competency test and will be subjected to a security clearance.

ENQUIRIES: Ms M Mahape (012) 357 3291