

## DEPARTMENT OF BASIC EDUCATION

The employment decision shall be informed by the Employment Equity Plan of the Department. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post(s) with a candidate whose transfer / promotion / appointment will promote representatively in line with the numerical targets as contained in our Employment Equity Plan. The Department reserves the right to withdraw posts, if by doing so, the interests of the Department will be best served.

**APPLICATIONS:**

Submitted via post to: Private Bag X895, Pretoria, 0001 or hand-deliver to: The Department of Basic Education, 222 Struben Street, Pretoria. Please visit the Department of Education's website at [www.education.gov.za](http://www.education.gov.za) or the Department of Public Service and Administration vacancy circulars at [www.dpsa.gov.za](http://www.dpsa.gov.za)

**FOR ATTENTION:**

Ms J Masipa/Ms N Monyela

**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 certified must be attached if required. Required documents need not be certified when applying for 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:**

29 October 2021

**POST:**

**ASSISTANT DIRECTOR: SYSTEMS ADMINISTRATION, RESEARCH AND DATA PROCESSING (ONE-YEAR RENEWABLE CONTRACT) (Ref No: DBE/59/2021)**

Branch: Delivery and Support

Chief Directorate: Planning and Implementation Support

Directorate: School Level Planning, Monitoring Development and Support

**SALARY:**

R470 040 per annum

**CENTRE:**

Pretoria

The Department of Basic Education (DBE) has put measures in place to support the implementation of school improvement support programmes. Such support often takes the form of assisting with strengthening the utilisation of data to craft data-driven interventions to improve learner performance, so as to bring about an improvement in the overall quality of our education system. As part of this process, the DBE is inviting applications for a suitably qualified individual to be appointed as a Systems Administrator.

**REQUIREMENTS:**

The applicant should have a three-year relevant post matric qualification (NQF Level 6) or equivalent qualification. Three (3) years relevant experience. Advanced computer skills in MS Office (Word, PowerPoint, Excel, Access and Outlook); Experience in the development and testing of data management templates to generate electronic reports. Ability to carry out research and analysis of data. Good knowledge of different programmes and methods to analyse qualitative and quantitative data. Excellent writing and presentation skills. Ability to work with a team and under pressure to meet deadlines.

**DUTIES:**

The successful candidate will be developing data management templates and systems to capture and analyse data/information submitted; Receive and monitor actual school visit reports on a daily/weekly basis from monitors in provinces; Capture analysed data to generate reports; Consolidate school visit reports, generate electronic district, provincial and national reports; Quality assure statistical and textual data on actual visit reports from monitors; Provision of guidance and support to Project Managers and monitors on completion and consolidation of data on monitoring instruments; Disseminate reports and relevant information to Project Managers and provinces and perform any other functions as deemed appropriate by the Director within the ambit of the labour law.

**NOTE:**

Shortlisted candidates will be required to undergo a test and will be subjected to a security clearance.

**ENQUIRIES:**

Ms J Masipa (012 3573295)/ Ms N Monyela (012 357 3294)