



SCI-BONO DISCOVERY CENTRE NPC

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Company registration: 2004/010183/08 | VAT no: 473 021 6290
PBO reference no: 930 014 449 | NPO Registration: 056-334-NPO

DATA MANAGEMENT PROGRAMMES OFFICER (PERMANENT)

JOB PURPOSE

To coordinate the data management system/s, collect, organise, analyse and report qualitatively and quantitatively. To produce evidence based reports to all programmes according to the funders' requirements.

PRINCIPAL ACCOUNTABILITIES

1. Develop, research and implement on the latest data management systems, locally and internationally.
2. Ensure compliance with statutory and policy requirements when working with personal data.
3. Procure service/s that are required in projects.
4. Recruit, train data administrators and place them in the respective training venues in Gauteng and other provinces.
5. Liaise with GDE and other funders on their data reporting requirements.,
6. Monitor the implementation of the projects and programmes in ensuring that the evidence based data is collected as per the funder's requirements.
7. Implement and document the processes and systems needed to make the programme run effectively and Monitoring the programmes.
8. Support, maintain and update information requirements for the purpose of review and reporting, including qualitative data.
9. Engage in analysing the IQMS reports and NSC Technical report with the purpose of informing the interventions..
10. Make follow ups with the SACE submissions and endorsement.
11. Managing : 2 Fulltime employed office administrators

BOARD OF DIRECTORS

Abbey Witbooi (Chairperson) | Dr Nandipha Madiba (Deputy Chairperson)
Prof Bongani Bantwini | Zeth Malele | Patricia Maloka | Adv Lentswe Mokgatle | Nomndeni Banda
Prof Khulekani Sitole | Godfrey Tsotetsi | Mashane Mphahlele | Prof Mfanelo Pat Ntsohi (CEO)

Minimum Requirements:

Education

- An education appropriate Bachelor's degree in data mining and analysis or BSc Statistics or equivalent qualifications.

Experience

- 5 years' experience in data management- compulsory
- Bachelors or NQF 7 in Data Sciences or Statistics is compulsory
- Experience Mathematics teacher training and learner tutoring would be an added advantage.

Knowledge / Skills

- Valid driver's license- be able to drive- is compulsory
- Good inter-personal relations.
- Problem solving.
- Self-disciplined
- Project management –NQF5 will be an added advantage
- Strong analytical and advanced computer skills.
- Data mining/ Statistician -Compulsory
- Maths Teacher training and learner tutoring-added advantage
- SACE registration-added advantage

The Sci-Bono Discovery Centre is an equal opportunity employer. Interested and qualified candidates are invited to email or fax a concise CV to the: Human Resources Office recruitment.sci-bono@sci-bono.co.za with Reference Number: REC/VR_202316

Closing date: 08 September 2023.

Disclaimer: Communication will be entered into with short listed candidates only.