



## SCI-BONO DISCOVERY CENTRE NPC

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C/o Miriam Makeba & Helen Joseph Streets | Newtown | Johannesburg  
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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

## SSIP Data Management Programmes Officer (PERMANENT)

### JOB PURPOSE

Collection, management, and analysis of data from multiple sources and ensuring it meets the requirements of the Gauteng Dept of Education and the Auditor General (AG).

### PRINCIPAL ACCOUNTABILITIES

1. Developing and implementing policies for effective data management.
2. Ensure compliance with statutory and policy requirements when working with personal data.
3. Using automated tools to extract data from primary and secondary sources.
4. Removing corrupted data and fixing related problems
5. Developing and maintaining database, data systems – reorganizing data in a readable format.
6. Performing analysis to assess quality and meaning of data.
7. Filter data by reviewing reports and performance indicators to identify and correct problems.
8. Using statistical tools to identify, analyze, and interpret patterns and trends in complex data sets that could be helpful for the diagnosis and prediction.
9. Preparing reports for the management stating trends, patterns, and predictions using relevant data.
10. Preparing final analysis reports for the stakeholders to understand the data-analysis steps, enabling them to take important decisions based on various facts and trends.

### 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)

11. Coordinate the effective delivery of office services such as ICT, telephony, printing and other services.
12. Managing the administrators in the unit.

### **Minimum Requirements:**

- Matric
- Degree in ICT with specialization in Data Management
- Advanced Microsoft Office Qualification / Microsoft Specialist
- A Qualification in Data analytics would be an advantage.

### **Experience**

- 3 - 5 years' experience in data management.
- At least 2 years' experience in SSIP learner audit

### **Knowledge / Skills**

- Advanced knowledge of the MS Office
- Good inter-personal relations.
- Problem solving skills.
- Project Management skills.
- Self-disciplined
- Project management –NQF5 will be an added advantage.
- Strong analytical skills.
- Valid driver's license would be an 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](mailto:recruitment.sci-bono@sci-bono.co.za) with Reference Number: REC/VR\_202308 Closing date: 02 August 2023.***

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