



social development

Department:
Social Development
REPUBLIC OF SOUTH AFRICA

JOB ADVERTISEMENT

Project: EARLY CHILDHOOD DEVELOPMENT CONDITIONAL GRANT

The National Department of Social Development (DSD) and a consortium of organisations have formed a partnership aimed at improving the effectiveness of the Early Childhood Development (ECD) Conditional Grant (ECD – CG).

The DSD and the consortium are looking to appoint a Data, Reporting and Planning Technical Advisor to be based at the National DSD offices in Pretoria, who can provide strategic and technical support and advice to both National DSD and the Provinces, and support the successful implementation of the ECD CG. This position is a one-year fixed term contract renewable for a further year.

Job title - Technical Advisor: Data, Reporting and Planning

The role of the Technical Advisor is to:

- Provide monitoring and planning support for both components of the Conditional Grant (CG) (maintenance and subsidies)
- Provide technical support to provinces to collect data required by the ECD CG Framework, specifically data on funded centres and subsidized children
- Support provinces to develop and review provincial business plans for the ECD CG
- Support the collection of baseline data for the ECD-CG and the development of the ECD - Management Information System (ECD-MIS)
- Monitor and analyse provincial ECD CG reports
- Facilitate capacity development and required support on population based planning and related reporting

Education, Language and Qualifications:

- Degree or Postgraduate degree in relevant field with strong bias on planning, reporting and systems development
- Ability to communicate fluently in English, both written and spoken.

Essential Knowledge, Skills and Experience:

- Substantial mid to senior level experience in a similar role, with at least 4-8 years of experience of public, private sector and non-governmental experience

- Experience in translating business processes into systems for planning, monitoring and evaluation
- Proven ability to handle, process and analyse complex data with excellent data management skills
- Excellent report writing skills with extensive experience of converting significant amounts of data into meaningful reports and communications
- Experience of planning, performance measurement and reporting in a complex environment
- Highly numerate and experience in data systems and management
- Good understanding of population dynamics
- Technically proficient in excel and survey analysis packages (e.g. STATA)
- Understanding of both ECD and government systems
- Prior provincial experience/work within provinces

Required Competencies:

- Proven ability to persuade and motivate through effective communication.
- Able to manage others to meet tight deadlines and multiple priorities; able to build and inspire high-performing multi-cultural teams
- Critical thinker and problem solver
- Excellent project management skills with evidence of managing a wide range of tasks in complex programmes
- Ability to navigate through government process and engage with all levels of government
- Ability and willingness to travel
- Proficiency in PowerPoint, Excel and Word

ENQUIRIES AND SUBMISSION:

- Please direct all enquiries by email to recruitment@ilifalabantwana.co.za
- Only written enquiries will be responded to.
- Detailed job descriptions are available on www.ilifalabantwana.co.za
- Please refrain from sending any enquiries directly to individuals from Department of Social Development and the consortium. Such enquiries will not be responded to and not be deemed valid.
- Mark all enquiries in the email heading with the vacancy you are applying for: This will assist with the expeditious handling of enquiries.
- Enquiries received less than 2 working days before the closing date will not be responded to due to anticipated high volumes.

To apply please submit a letter of motivation (*500 words maximum*) detailing why you are suitable for the position you are applying for and a copy of your CV in Word format (NO certificates please) by 3 December 2017 to recruitment@ilifalabantwana.co.za.

Please ensure you state the position you are applying for in the subject line of your email. Contact will only be made with shortlisted candidates.