ECD Information Systems Project Lead: Department of Basic Education

Ilifa Labantwana is committed to building a more prosperous and equitable South Africa by ensuring that every child has access to quality early childhood development. We use advocacy, evidence, and collaboration alongside our deep understanding of government systems to grow and nurture the early childhood development (ECD) ecosystem so that all children can reach their full potential and communities can thrive

Ilifa Labantwana seeks to attract a Project Lead who will be seconded into the DBE and responsible for the planning, development, implementation, and management of an early childhood development management information system (ECD-MIS) in partnership with Ilifa.

Reporting to the Director of EMIS in DBE the Project Lead will serve as the point of contact for the development and implementation of an Early Childhood Development Information Systems project in the DBE. The project lead will provide leadership, vision, strategic guidance, and management toward the realisation of key program objectives and targets and will also be responsible for strategic guidance and facilitating collaboration with external stakeholders; Provincial Education Departments and other stakeholders; agencies and institutions.

The Project Lead would need to work both collaboratively and independently and display initiative in a complex public sector environment where accomplishments contribute directly to the success of Ilifa and DBE's goals to improve access to quality ECD services. The role is a challenging and rewarding one – to develop the MIS solution that the national and provincial DBE's will use to routinely track and support the ±50,000 ECD service providers across the country.

Appointment to this position will require:

- At least an NQF Level 6 qualification in Information Systems, Information Technology, Education, or other relevant field, preferably with a specialisation in digital information systems.
- Significant project management experience is required.
- Strong proficiency in Project Management disciplines such as Project Management Body of Knowledge (PMBOK), Prince2 and both the Agile (SAFE) and Systems Development Lifecycle (SDLC).
- At least 5 years of relevant management and technical experience implementing technology solutions across geographical areas and large organisations
- At least 5 years of staff management experience and abilities. Experience coaching and mentoring senior program staff.
- Technical expertise and experience in designing, optimizing, and implementing complex information systems; improving sector capacity; and improving service delivery.
- Demonstrated ability to manage multiple stakeholders including donors and external collaborators
- Track record of relationship building with government actors, service providers, implementing partners, and other relevant partners across all levels.
- Experience in capacity building and providing technical assistance.
- Excellent written and oral communication skills as well as strong public presentation skills, including the ability to represent the project to key stakeholders.
- Ability to multitask and meet deadlines in a fast-paced environment with minimal guidance
- Ability to work well in a team environment, under pressure and have strong project management skills.

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- A valid driver's licence, be prepared to travel and work flexible hours to meet project requirements on occasion

Responsibilities

- Provide overall direction for the project's development and implementation, with technical oversight for all project components.

- Ensure the strategic and functional integration of all technical areas and manage cross-cutting issues.

- Serve as the primary point of contact and ensure strong collaboration with donor and government counterparts and other key stakeholders. Maintain high level of communication with all stakeholders concerning technical, programmatic, business, and administrative aspects of the project.

- Ensure timely and quality completion of all technical and financial deliverables and reports in accordance with department requirements

- Create, Manage and ensure compliance to standards, procedures, and policies for governing the ECD information system

- Manage relationships with Provincial Education Departments and DBE ECD Programme Units, including requirements gathering workshops, organising and conducting change management, training and advocacy for the project.

- Manage the development, testing, piloting, and roll-out phases of the ECD MIS system across all Provinces in collaboration with external partners.

- Coordinate the roles and activities of staff from partner organisations related to implementation with Provinces.

- Support the director in monitoring and reporting on the progress at various levels and structures and monitor the pace of project implementation, assuring that the full potential of the program is realised.

- Establish and maintain Protocol Agreements between the DBE and other Government Departments/partners on EMIS data and systems

- Identify opportunities, develop proposals and negotiate to leverage other donor, governmental, and organisational resources to support the ongoing sustainability and use of the system

- Manage project governance as secretariat of Steering Committees. Ensuring that meetings are scheduled, minutes are taken and circulated, risks, mitigations and decisions are logged and implemented.

Role Details:

- **Level**: Senior
- **Duration**: 2 year contract; full time position with potential for renewal
- **Location**: Pretoria

Application deadline: 4 July 2022

Submission: Email your CV with Cover / Motivation Letter to Integration Resourcing who will be managing the responses to this appointment on email fiona@i-resourcing.co.za