

Department: Cultural Affairs and Sport
Component: Sport and Recreation, (Programme 4)
Salary: R 29 398.23 per month inclusive of 37% in lieu of service benefits (Salary Level 7)
Enquiries person: Ms B Hannah at (021) 483 9953

Reference number: CAS 07/2020
Closing date: Wednesday, 19 February 2020 at 15:00

Job purpose:

The Department of Cultural Affairs and Sport, Western Cape Government has an employment opportunity for a competent individual to provide project management and support to the Director: After School Programme Office in managing the performance tracking system and problem solving data-related issues as they arise. This position is based in Cape Town, CBD.

Requirements:

An appropriate 3-year tertiary qualification (National Diploma/B Degree or higher qualification) that supports or relates to Economics/Strategy Development/Management/Data Systems Development/Data Analysis; A minimum of 1-2 years' relevant experience.

Recommendation:

Honours degree in Economics/Mathematics/Statistics/Finance; Experience in the after school sector; Administrative skills working as a secretariat and performance monitor for an executive level structure and worked in environments/ projects that address change and reform issues.

Key performance areas:

Design a data management system to collect data on After school programmes including: Consulting with various partners to assess their data needs, developing a specification to meet these needs and designing a system to meet the specifications; Analysing data in order to assess performance, and identify problems and potential solutions. This includes managing data capture, merging of multiple data sets, analysis of results, analysis of trends and commentary on these to assist managers make evidence based decisions; Managing the After School Programme Office database; This includes a data set of over 300 000 learner records, from 600 schools, participating in a variety of programmes across the 4 After School Programming pillars and linking this data to school based performance and attendance data; Building capacity for data gathering and analysis within departments including the management of various data interns, working with departmental staff build their capacity and create a culture of evidence based decision making; Preparing the data slides for presentations for regular stock takes and other meetings required by the executive, senior management and other spheres of government / stakeholders; Communications with stakeholders (internal and external) on data gathering, systems and analysis of data.

Competencies:

Knowledge of the following: Research; Project Management; Statistics; Ability to interpret and present complex data and statistics for non-technical audience-written, visually and verbally; Supporting and cooperating; Organizing and executing skills; Coping with pressures and setbacks; Ability to work with people from diverse backgrounds.

Note: The candidature of applicants will be considered on the information as supplied in the submitted application documentation. Applicants who are considered for the interview and further selection processes may be required to submit documentation supporting such information with due regard to conditions that may be set. Shortlisted candidates will be required to attend an interview and/or competency assessments/proficiency tests on a date and time as determined by the department; The selection process will be guided by the EE targets of the employing department.

To apply, you must submit a manual application. Please complete an application form (Z 83) and current CV (5 pages maximum). The position being applied for and the reference number must be clearly indicated on the Z83 application form.

Applications not submitted on or before the closing date as well as faxed or e-mailed applications will not be considered. If you have not received a response within 3 months of the closing date, please consider your application as unsuccessful.

Hand-deliver your application to Attention: Ms. B Hannah, Ground Floor, Protea Assurance Building, Green Market Square, Cape Town, 8001.

**The Western Cape Government is guided by the principles of Employment Equity.
Disabled candidates are encouraged to apply and an indication in this regard would be appreciated.**