



higher education
& training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA



Ehlanzeni TVET College

Ehlanzeni TVET College invites all suitable qualified candidates to apply for the following vacant posts:

DATA AND INFORMATION MANAGER
SALARY LEVEL: R356289-R419679 (SL9)
CENTRAL OFFICE
REF NO: EHL 08/2019

JOB PURPOSE

Co-ordinate and control the release of institutional data to all information users.

KEY PERFORMANCE AREAS

Act as the only institutional official, apart from the head of the institution, in terms of the promotion of Access to information act, with the authority to classify statistics and data of the institution in accordance with section 14 of the Statistics Act no. 6 of 1999.

Co-ordinate and control the release of institutional data to all information users. Ensure that data released adhere to quality standard as espoused by the published standards and requirements. Always willing to provide data sets in the formats required by other managers. Works with other managers to accommodate their inputs and engage with Information Management Systems (IMS) provider on the ideas and suggestions of users for effective service. Analyse data and provide rapid feedback, to the institution. Collaborate with other FETMIS officers, District EMIS, Provincial EMIS and National EMIS. Communicate with DHET and management on statistics and data.

Manage the student administration function at the college with regard to all registration processes and procedures.

Planning of registration and setup of data e.g. courses, subjects and fees

Ensure the capturing of all student enrolments data and submission to DHET as per schedule, both manual and automatically. Upload the latest DHET configuration to the IMS's server. Do validations runs on all data to be submitted to DHET.

Manage all Information Management System's administrators: To ensure that communication systems at campuses are maintained continuously for improved administration and teaching and learning. Quality assure student/staff and skills accord related data on ITS and TVETMIS . Control and distribute latest information data to relevant staff members. Training of ITS administrators. To develop scripts to verify and analyse data effectively.

Design and plan education and training data collections systems in accordance with prescribed standards: Archive key historical data in accordance with information standards. Map the college information to that of the Department e.g. courses and subjects. Submit data to the DHET TVETMIS officer in accordance with the required standards. Deal with the informal/formal exchange of data and statistics. Monitor compliance with information systems standards where the education information systems are being developed at the national level.

Participate on strategic planning and operational planning: Student Headcount and FTE's, per campus, per level and programme for projections (new academic year). Provide Total number of staff members (headcount). Provide Total Number of registered students in college accommodation. Planning to improve quality of teaching and learning. Qualification and programme priorities.

REQUIREMENTS

- Matric/Grade 12, National N Diploma: BM
- DHET Rules/Regulation and Conducting Exams
- Programme in statistics and collecting data
- Minimum of five (5) years relevant work experience In Curriculum
- Ability to operate under pressure and willingness to work extended hours.
- Knowledge of College's IMS
- Knowledge of examination rules and regulations
- Knowledge of calculating student statistics
- Knowledge of TVETMIS & EDUKtiV System
- Knowledge of Dashboard Management System
- Knowledge of Staff Management System
- Knowledge of SQL Server Management Studio
- Knowledge of DHET Console System
- Reading and report writing skills, interpersonal skills,
- Planning and organizing skills, good computer skills,
- Communication and presentation skills, team-working
- Skills, analytical and logical problem-solving skills,
- Mentoring and decision-making skills, negotiating
- Continuously with students, parents, lecturers, Central
- Office Personnel and DHET regarding subjects, courses and examination results.
- Motivated, calm and flexible, work or function well under pressure, adapt well to changes, trustworthy and reliable, honesty and integrity.

PLEASE NOTE THE FOLLOWING:

Relevant Employment Acts will be considered when filling this position. Application should be submitted on form Z83 obtainable from any Public Services Departments, stating the relevant reference number, a recent updated CV, as well as certified copies of all qualifications including academic record, ID document and driver's license. Failure to submit the requested documents will result in your application not being considered. No faxed applications will be considered. The College reserves the right to withdraw the post at any time. Communication will only be entered into with short-listed and the successful candidates. If you have not heard from us within 3 months after the closing date, please accept that your application has been unsuccessful. The employer is an equal opportunity affirmative action employer. The employment decision shall be informed by the Employment Equity Plan of the Department. It is the Department's intention to promote equity (race, gender and disability) in the Department through the filling of this post(s) with a candidate whose appointment will promote representatively in line with the numerical targets as contained in our Employment Equity Plan. The Employer reserves the right not to make an appointment. Where applicable, candidates will be subjected to a skills test. Correspondence will be limited to short-listed candidates. All short-listed candidates will be subjected to a qualifications and citizen verification; criminal record and financial/asset record checks. Applicants who have not been invited for an interview within 60 days of the closing date should consider their application unsuccessful.

ENQUIRIES: Ms. Patricia Duma (013) 752 7105. Kindly forward all applications to: The Principal, Ehlanzeni TVET College, Private Bag X11297, Nelspruit, 1200 or hand - deliver to the Corporate Centre at 29 Bell Street, Nelspruit, 1200.

CLOSING DATE: 23 April 2019