

## **Advertisement**

### **Data Administrator**

The Wholesale and Retail Sector Education and Training Authority (W&RSETA) seeks to employ a **Data Administrator**, who will report directly to the **Monitoring and Evaluation Business Analyst** and be based at the Head Office, Centurion Office.

**Grading: (Role Band: C2)**

**Salary: R344 995** (Total Cost to Company per annum)

#### **The role of this position is to:**

Provide sound, effective, and efficient data administration services and support the M&E Business Analyst, whilst maintaining confidentiality, integrity, and compliance to W&RSETA policies and procedures.

#### **Key Performance Areas will include but not limited to the following:**

- Execute sound administration and recording across data administration services, processes, and procedures.
- Ensure that a well-organized, up-to-date data system is implemented and maintained.
- Establishing an effective data Records Management System for the Unit and ensure that data records are correctly labelled and timeously filed/uploaded in the Unit's Records Management System.
- Render data administrative support within the M&E Data analytics environment
- Support the unit to continuously track, monitor, and measure its performance data against set performance targets by drawing unit specific reports and filing evidence to substantiate performance reported.
- Collate and file records pertaining to performance management records.
- Provide records management support related to Performance Information.
- Assist in ensuring the timeous availability of data for the Organisational Performance Report and Statutory Reporting
- Extraction, Testing, Analysing, Cleansing and Validation of data for business requests or requirements.
- Assist in maintaining the unit's knowledge management system related to data administration and analysis and ensuring performance records are up-to-date and records are archived.
- Assist to continuously track, monitor, and measure Monitoring and Evaluation, Performance, Planning and Research against set data standards and performance targets.
- Track data errors and ensure/administer that data users correct the data information.
- Maintain the organisations M&E Dashboard with the upload or withdrawal of data.
- Handle, report and respond to stakeholder queries and complaints.
- Assist with preparing documentation for Auditors and provide audit information (internal and external) as requested.
- Perform general administrative duties and ad hoc project related activities.



- Compile reports (weekly, monthly, or ad hoc) on areas of responsibility.
- Ensure adherence to W&RSETA policies, procedures, PFMA and relevant legislation.

### **Minimum Qualifications and Experience**

- National Diploma in Public Administration
- 2 years' working experience in administration
- MS Word, MS Excel, MS Access MS PowerPoint
- Database Management

### **Instructions to applicants**

- All applications must be accompanied by certified copies of the ID and all educational qualifications and they should not be older than 6 months.
- Applications received after the closing date, will not be considered.
- The Wholesale and Retail SETA reserves the right not to make appointment(s) to the advertised post(s).
- The organisation will give preference to candidates in line with the Employment Equity goals.

**NB: Please include the name of the position on the email subject line.**

Only applicants who meet the minimum requirements of this position should apply, by forwarding their CVs for attention: Libokanyo Khumalo (Senior Manager: HR ) at [recruitment@wrseta.org.za](mailto:recruitment@wrseta.org.za). The closing date for applications is: **16 March 2024**



higher education  
& training

Department:  
Higher Education and Training  
REPUBLIC OF SOUTH AFRICA