

Data and System Administrator

Opportunity closing date:

13 August 2023

Opportunity type:

Full time, Fixed Term Employment ending 31 May 2024

Conservation South Africa (CSA), as a local affiliate of Conservation International, is committed to helping societies adopt a more sustainable approach to development - one that considers and values nature at every turn and improves human well-being through the conservation of healthy ecosystems and the goods and services they provide. CSA seeks to influence policy, develop markets, engage the private sector, and support communities to develop and implement conservation-based economic growth models and long-term human well-being. CSA currently works in the Namakwa District Municipality (Northern Cape), Alfred Nzo District Municipality (Eastern Cape) and the Ehlanzeni District Municipality (Mpumalanga) and delivers benefits for people and nature through four integrated portfolios – Jobs 4 Nature; Healthy African Rangelands; Climate Positive Planning & Finance and Ocean Conservation at Scale.

CSA currently has a vacancy for a Data & System Administrator who will be responsible for maintaining the accuracy, integrity, completeness, and accessibility of all the data related to the Social Employment Fund (SEF) project. This is a full-time fixed term position that offers opportunities to work with a committed and innovative team in an exciting and challenging environment. The successful candidate should possess a passion for data and demonstrate a strong desire to improve their skills and knowledge to support the mission and vision of the SEF project and Conservation South Africa.

To fulfil the role of Data & System Administrator, the incumbent will be required to carry out the following tasks:

- Input and/or co-ordinate the input of the required data for the SEF project onto the Kwantu System.
- Collect data from various sources as required and ensure that it is transferred/ entered into the system as required, accurately and on-time.
- Ensure that data on the Kwantu system is complete, up-to-date and accurate at all times.
- Verify data and rectify any errors to ensure that the data is accurate, complete, and up to date.
- Conduct routine system checks of the data and resolve any inconsistencies or errors promptly.
- Monitor the progress of data entry and provide feedback to the SEF Program Office and SEF Program Officers as required.
- Coordinate and manage the sharing of data between internal and external stakeholders as and when required.
- Keep an up-to-date record of all data entry processes, issues, and resolutions for future reference.
- Raise the flag on any risks relating to data (including accuracy, missing data capturing deadlines) immediately to the SEF Programme Office.

- Serve as go-to person for support on the Kwantu system for any issues that cannot be resolved in the teams and escalate any system issues that cannot be resolved as well as any associated risks to the SEF Programme Office.

ESSENTIAL MINIMUM REQUIREMENTS FOR SUCCESSFUL APPLICATION:

Required Education, Skills, and Experience:

- Data Capturing, data collection and processing certification or equivalent certification (minimum NQF level 4, NQF level 5 preferred)
- At least two (2) years of experience in a similar role.
- Experience in working with databases and acquiring data from diverse sources
- Proficient with Microsoft Excel data formatting techniques
- Excellent attention to detail and accuracy in data input capturing, collection, and processing
- Ability to work to tight deadlines and in a fast-paced environment.
- Ability to work in a well-established team
- Effective communication skills
- Proficient, or ability to quickly become proficient on the Kwantu system – aptitude for technology

Salary: Basic salary of R355.92/ day

Application Process and Disclaimer:

- Please go to <https://forms.office.com/r/GbKhh5xJf9> to apply.
- Applications close on **13 August 2023** and no applications received after this date will be considered.
- Shortlisted candidates will be contacted directly and should be available for interviews. CSA will communicate with shortlisted candidates only.
- If you do not receive feedback from us within 14 days of the closing date, please consider your application unsuccessful.
- Conservation South Africa retains the right not to fill this position.

CSA is an affirmative action employer, wherever possible, selection will favour previously disadvantaged individuals, provided they are in possession of the required skills, knowledge, and experience.