



DATA ADMINISTRATOR

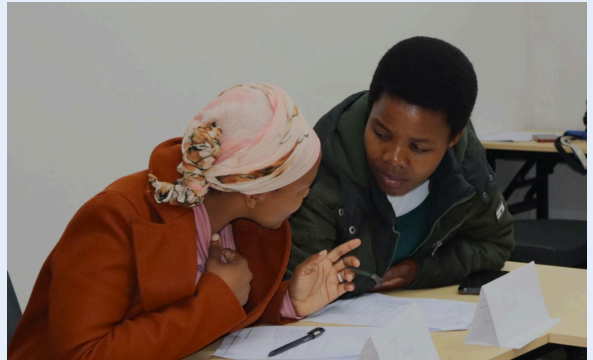
Location: Zithulele Village, Mqanduli, Eastern Cape

Application closing date: 10 April 2025

Start date: As soon as possible

Salary range: R6, 100 - R9 500 (+ benefits)

Reporting to: Monitoring and Evaluation Specialist



Axiom Education, established in 2009, serves over 10,000 learners across two education districts in the Eastern Cape. Based in the rural village of Zithulele, our vision is for every rural learner to leave school with purpose, agency, and options.

We are looking for a **Data Administrator** who is passionate about our mission and has the experience, expertise, and drive to succeed in this key role. This position offers a unique opportunity to live and work in Zithulele, a rural community with a strong network of professionals dedicated to education and development. Candidates should be prepared for a long-term commitment to working in this dynamic environment.

Purpose of the role

This role supports the organisation's overall operational efficiency by ensuring data integrity and facilitating data-driven decision-making. You will collaborate with unit leaders and support the work of admin clerks, particularly in areas like Zithulele, to maintain high-quality data that informs strategic decisions and assessments.

Summary of Key Responsibilities

- Collect, verify, and report educational and organisational data accurately and on time.
- Work closely with unit leaders to monitor and ensure data quality, identifying and resolving discrepancies promptly.
- Assist unit leaders in preparing for data meetings and ensuring smooth coordination for effective data discussions.

- Provide support to administrative clerks at PSP schools, particularly at Zithulele, to manage and maintain data systems.
- Offer administrative assistance for various assessments, ensuring the integrity of data during evaluation processes.
- Regularly monitor data collection processes, recommending improvements to meet organisational needs.
- Ensure that data is accessible and presented clearly to relevant stakeholders.

Technical Competencies

- Ability to use Excel / Google Sheets
- Ability to use or have experience in Looker studio or other dashboards
- Ability to understand and explain data

Qualifications and Experience

- Matric is required
- Higher qualifications in Data Administration or in similar fields will be advantageous
- 2-3 years of experience working with data is essential
- Experience with SASAMS will be advantageous

General Requirements

- Experience working within a Non-Profit Organisation (NPO) is advantageous.
- Fluent in both English and isiXhosa
- A valid driver's license is desirable, not essential
- Excellent communication and interpersonal skills, with the ability to collaborate with staff at all levels.
- Highly organised, with the ability to manage multiple tasks and meet deadlines effectively.
- Strong problem-solving skills and the ability to thrive under pressure.

How to Apply

To apply, please send your application to careers@axiumeducation.org for the attention of **HR Assistant, Noluntu** or **drop it off at our Zithulele Office for the attention of Nonzukiso**.

For your application to be considered, please ensure it includes the following:

- NB! Applications without a job title will not be considered.
- A CV with 3 contactable references.
- A copy of your ID.
- A copy of your qualifications.
- A motivational letter.