



## NECT JOB ADVERT – EDUCATION PLANNING AND MANAGEMENT TRAINEES

The National Education Collaboration Trust (NECT) was founded as a response to the National Development Plan's call for stakeholders to work together to improve educational outcomes in South Africa. It is a partnership initiative involving government, business, labour and civil society.

The NECT seeks to employ individuals who are experienced, innovative, highly skilled, organised and passionate self-starters.

### Role Overview

To strengthen the education sector and ensure continued and sustained improvement of educational outcomes, there should be intentional development and deployment of young and passionate leaders who wish to see our nation succeed. The NECT has, over the years, engaged and exposed over 30 graduates in a one-year professional development programme. Some have remained employed at the NECT and others continue to support education improvement in various ways.

The NECT's education trainee programme offers **recent graduates** the opportunity to be part of a programme that focuses on developing the skills critically required to lead development in the education sector. These positions are available to post-graduate candidates from relevant fields from **1 October 2024**. The positions are based in Pretoria. The trainees should be ready to travel between project offices and the head office in Pretoria.

Suitable candidates should aspire to pursue a career in education planning and management and have well developed computer literacy, communication, research, report writing, administration and data management skills.

### Key Performance Areas:

#### Administration

- Provide support in coordinating research;
- Provide assistance in coordinating meetings and trainings as required;
- Liaise with service providers and other stakeholders; and
- Minute and document meetings and other activities

### **Reporting**

- Provide assistance in the compilation of programme data, conduct data analysis and Interpretation, as required for reporting;
- Provide assistance in uploading data on reporting tools ; and
- Coordinate submission of research data and support production of reports for internal use.

### **Data Management**

- Support the maintenance of a data management system using Excel, and other data management and analysis software;
- Support the design of data collection and analysis protocols for collecting qualitative and quantitative data,

### **Research**

- Provide assistance in coordinating on-going evaluation and support/debrief meetings;
- Provide support to studies (both qualitative and quantitative) planned by NECT;
- Participate in other M&E and Research activities as and when required; and
- Write research reports

### **Programming**

- Support Divisional and Senior Mangers;
- Assist with planning and budget planning/tracking;
- Organise meetings and conferences; and
- Travel to provinces for meetings/ data collection.

### **Qualifications:**

A post-graduate qualification in education, development studies, economics or social sciences.

### **Post Location**

- NECT Head Office, Centurion;

Interested persons should email a CV and covering letter to [recruitment@nect.org.za](mailto:recruitment@nect.org.za) by 16 August 2024.