



The Social Change Assistance Trust (SCAT) is a dynamic organisation which has a 36-year track record as a non-profit organisation. SCAT was established to promote social justice in South Africa through grant making and capacity building.

### **Social Change Assistance Trust: Data Administrator – CAPE TOWN**

#### **Purpose of job**

Coordinate incoming reports from various SCAT stakeholders on behalf of SCAT as identified. Ensure the relevant reports and templates are up-to-date and saved on the share drive. To collect and analyse data upon request by SCAT management. Contact and communicate with local partners to gather additional information. Maintain and update reporting database on behalf of SCAT.

#### **The core competencies for the position:**

- A diploma or degree in a related field of study
- Computer literacy, i.e., Word processing, PowerPoint, and Excel. Knowledge of other data packages is essential.
- Good communication skills
- High proficiency in written and verbal use of English.
- Good interpersonal skills and understanding of organisational culture.
- Be organised.
- Analytical Skills
- Attention to detail.
- Take initiative
- Ability to work through and understand online IT systems.
- Able to follow instructions;
- Committed to delivering quality work;
- Proactive self-starter capable of functioning on his/her own.
- Demonstrate effective self-management in terms of planning and prioritising.

#### **KEY PERFORMANCE AREAS (KPAS)**

##### **Report collection and storage: To coordinate incoming reports from various SCAT stakeholders on behalf of SCAT as identified.**

- Ensure relevant reports are submitted on time by SCAT partners.
- Ensure reporting templates are up-to-date and SCAT partners are using relevant reporting templates.
- Ensure the relevant reports and templates are UpToDate and saved on the SCAT share drive.
- In consultation with programme officers, ensure SCAT partners are submitting reports on time.
- Ensure relevant reporting templates are used
- On a quarterly basis, update the SCAT partnership database list
- Ensure relevant data is backed up.

- Ensure other relevant databases are updated and relevant information is entered into the database.

### **Communicate with LDAs funded by SCAT**

#### **Check in with relevant SCAT partners to assess if there is a shared understanding of reporting standards and needs**

- Follow up with SCAT partners on additional or missing information management may need.
- Ensure SCAT partners understand what is required of them for reporting purposes.
- Ensure SCAT partners are kept up to date with any changes pertaining to their reporting
- Ensure partner reports are submitted on time; during reporting periods.
- To keep in touch with the work of the Programme Team, field visit report backs, and any other relevant information raised by the team.

### **Contribute to Management Reports**

#### **Collect and analyse data from the Programme Team**

- Ensure that data is collected from the Programme Team, LDA reports, and other relevant documents can be used to contribute to management reports.
- Analyse data from the field in preparation for reports
- Ensure that systems for gathering data for Programme Team reports are updated monthly.

### **Participation in team activities**

#### **1. Ensure availability and participation in all the Programme Team meetings and other organisational activities, i.e.**

- staff meetings
- Programme team and/or other agreed team meetings
- support and supervision meetings
- strategic planning sessions, evaluations and any other work sessions negotiated with staff/trustees.

#### **2. Full participation in all agreed training/learning interactions and reports written on these when so required**

### **Communication**

#### **1. Internal communication**

- Monthly report to staff meetings
- Monthly meetings to programme meetings
- Individual meetings with the SCAT Programme manager to plan and design reporting systems.
- Liaison with administrators regarding documentation received from CBOs
- Active participation in general staff meetings (monthly)
- Attendance of pre-Trust meetings and Trust meetings

#### **2. External communication**

- Ongoing liaison with SCAT rural partners as outlined in core tasks.

#### Person Specification

- A degree in a relevant field of study.
- Good organisational skills and attention to detail.
- Information gathering and analytical skills, with the ability to capture vast amounts of information.
- Verbal and written communication in English.
- Strong communication skills and ability to listen and notice, using both formal and informal channels.
- Ability to maintain good relations with SCAT rural partners.
- Versatility in social interaction, i.e., the ability to interact at different levels within the scope of work and relations.
- Ability to work in a team and to support colleagues.
- Ability to apply SCAT's policies, procedures, and values in the carrying out of their day-to-day duties and decision-making processes in the field.
- Ability to self-manage and take own initiative.
- Service and results-orientated in their approach to their work.
- Good interpersonal skills, i.e. patience, assertiveness, honesty, hard work, trust, reliability, trustworthiness, etc.
- Tolerant of other people's views, beliefs, and outlook to life and what is happening around them.
- Must be in Cape Town, where SCAT's head office is situated.

The successful candidate should have a sound understanding and ability to work and communicate with community-based organisations and the ability to collect and analyse relevant data.

The candidate should be results-orientated, have a good eye for detail and have developed emotional intelligence to enable them to engage and maintain good relations with SCAT staff and rural partners.

The position is based in Cape Town with proximity to SCAT Head Office.

SCAT is an 'Equal Opportunity' employer, and preference will be made to the recruitment of a designated employee in furtherance of SCAT's Employment Equity Plan.

Suitable candidates are invited to email a motivation letter highlighting suitability to the role, a CV in **Word** format and contact details of three work related referees to [rudayba@maraisbutton.co.za](mailto:rudayba@maraisbutton.co.za)

- Contact will only be made with shortlisted candidates.
- **Closing date: Sunday 19<sup>th</sup> November 2023**