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JOB ADVERT

ECD Program Operations Administrator

REPORTING TO:
Head of ECD Department

JOB LOCATION:
Rosebank, Johannesburg

EMPLOYMENT STATUS:
Project based

START DATE:
01 April 2026

POSITION DESCRIPTION

What is the overall purpose and objective of this position?

Provides operational, administrative, and logistical support to the ECD Department, ensuring smooth day-to-day functioning. The role includes managing documentation, coordinating training schedules, maintaining accurate records, supporting events and logistics, and assisting with data collation and reporting. It also involves working closely with the team to ensure all program, compliance, and monitoring information is accurate, complete, and properly stored.

RESPONSIBILITIES & DUTIES

List of tasks and responsibilities:

Departmental Administrative Support

- Provide primary administrative and operational support to the Head of ECD Department.
- Support coordination across the ECD program team including the Practitioner Program Lead and ECD Specialist.
- Organise departmental schedules and maintain program calendars.
- Prepare documentation, reports, presentations, and correspondence as required.
- Take minutes during meetings and maintain records of action items.
- Maintain organised digital and physical filing systems for departmental records.

RESPONSIBILITIES & DUTIES (cont.)

List of tasks and responsibilities:

Practitioner Training Program Support (Supporting the Practitioner Program Lead)

- Organise practitioner training schedules into departmental calendars.
- Maintain and manage training documentation and records.
- Collect, manage, and vet attendance registers from all program sites.
- Ensure attendance records are accurate, complete, and properly documented.
- Maintain organised training documentation for reporting and record-keeping purposes.
- Support classroom preparation including training materials, equipment, and stationery.

Compliance and Learner Profiling Support (Supporting the ECD Specialist)

- Provide administrative support for compliance documentation related to ECD centres and programs.
- Assist with the organisation and management of learner profiling documentation.
- Support the collation and organisation of learner profiling data from program sites.
- Assist with preparing documentation required for compliance monitoring and program tracking.

Data Management and IMM Support

- Collate program data from multiple program sites.
- Assist with consolidating data required for submission through the IMM system.
- Maintain organised records of training attendance, learner profiling data, and program documentation.
- Support the preparation and compilation of supporting documents required for monitoring and evaluation processes.

Training and Event Logistics

- Support logistical preparation for training sessions, workshops, and departmental events.
- Prepare classroom setups including equipment, stationery, and training materials.
- Manage departmental supplies including stationery, groceries, and program consumables required for training activities.

Documentation and Record Management

- Compile, organise, and maintain program documentation including registers, reports, and supporting evidence.
- Ensure proper document retention, filing, and storage (digital and physical).
- Maintain accurate and organised records to support program reporting, audits, and internal reviews.

KNOWLEDGE & COMPETENCIES

Education
- Diploma or Degree in Administration, Education, Project Management, or a related field.

Experience
- Minimum 3–5 years' experience in program administration or operations.
- Experience supporting training programs or multi-site program documentation is advantageous.
- Experience working within the NGO, education, or ECD sector is preferred.

Key Skills and Competencies
- Strong administrative and organisational skills
- Excellent documentation and record management
- Strong attention to detail and accuracy
- Ability to manage multiple administrative processes simultaneously
- Strong data collation and information management skills
- Proficiency in Microsoft Office (Word, Excel, PowerPoint etc)

HOW TO APPLY

Send your CV and Cover Letter to: recruitment@rhizaholdings.co.za

Please include the position you are applying for in the subject line.

If your application is not successful, you will not be contacted.

Closing date: 27 March 2026