

JOB ADVERT

ECD Specialist

REPORTING TO:

Head of ECD Department

JOB LOCATION:

Rosebank, Johannesburg

EMPLOYMENT STATUS:

Full-time

START DATE:

01 April 2026

POSITION DESCRIPTION

What is the overall purpose and objective of this position?

The ECD Specialist ensures Early Childhood Development centres meet full compliance with DBE regulations while delivering high-quality, developmentally appropriate programs. The role requires strong knowledge of DBE policy, the Children's Act, municipal by-laws, and interdepartmental processes. The Specialist supports centres across diverse geographic and socio-economic contexts and leads evidence-based quality improvement through data-driven

RESPONSIBILITIES & DUTIES

List of tasks and responsibilities:**A. Compliance & Quality Assurance**

- Lead DBE ECD registration and compliance processes.
- Ensure adherence to relevant legislation, policies, and standards.
- Conduct compliance audits and support corrective action.

B. Department Coordination

- Engage with DBE, DSD, DoH, municipalities, and other regulators.
- Support centres with approvals, subsidies, and monitoring requirements.

RESPONSIBILITIES & DUTIES (cont.)

List of tasks and responsibilities:

C. Centre Profiling & Assessment

- Conduct profiling and baseline assessments across diverse community contexts.
- Identify gaps, risks, and opportunities for program and infrastructure improvement.

D. Practitioner & Leadership Development

- Mentor practitioners and principals in assessments, safety, administration, and classroom practice.
- Support NQF-aligned training and in-service capacity building.

E. Program Development

- Contribute technical input to ECD training materials, QA systems, and centre improvement models.

F. Impact Coaching & Data-Driven Interventions

- Oversee Impact Coaches and ensure high-quality data collection.
- Analyse learner and program data to identify trends and gaps.
- Design, implement, and monitor targeted interventions.
- Prepare impact and learning reports.

G. Monitoring, Evaluation & Reporting

- Lead M&E systems and processes across all ECD programs.
- Oversee ELOM assessments and QA.
- Conduct routine program monitoring and data analysis.
- Maintain data quality, dashboards, and performance tools.
- Produce reports for leadership and funders and facilitate evidence-based reflection sessions.

H. Stakeholder Engagement

- Build strong relationships with government departments, forums, partners, and community structures.

I. Learner Developmental Monitoring

- Implement learner milestone tracking and developmental assessments.
- Train practitioners on profiling and record-keeping.
- Support referral pathways and parent engagement.

KNOWLEDGE & COMPETENCIES

Minimum Requirements

- Bachelor's degree in early childhood development, Education, Social Work, Public Health, or a related field.
- Minimum of 5 years' experience working within the South African ECD sector.
- Strong demonstrated knowledge of DBE ECD policy, compliance, and regulatory frameworks.

Advantageous

- NQF Level 7 or higher qualification in Education or ECD.
- Experience managing monitoring, evaluation, or impact teams.
- Multi-province ECD implementation experience.
- NGO or government program experience.

Skills & Competencies

- Deep understanding of ECD quality systems and DBE policy.
- Strong data analysis, interpretation, and reporting skills.
- Ability to translate data insights into practical interventions.
- Excellent communication, coaching, and stakeholder engagement skills.
- Strong planning, coordination, and problem-solving abilities.
- Adaptability across diverse socio-economic backgrounds and settings.

Attributes

- Passionate about early childhood development and educational equity.
- Analytical, detail-oriented, and solutions-focused.

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