

**SCI-BONO DISCOVERY CENTRE NPC**

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PBO reference no: 930 014 449 | NPO Registration: 056-334-NPO

VACANCY**ECD PROGRAMMES OFFICER
FIXED TERM CONTRACT(5 YEARS)****Job Purpose**

To administrate, implement, support and monitor subject specific teacher development and learner programmes, events, activities in Gauteng province and at other provinces. That contains the following:

1. Early Childhood Development (Birth to 5 years)
2. Support and administration of activities in STREAM
3. Provision of Basic minimum resources and support for utilisation.

Minimum requirements:

- Implements the STREAM accredited education programmes as listed above that focuses on (a) MST Teaching and Learning (b) MST Resources (c) Materials Development and (d) Monitoring & Evaluation activities
- Develops, aligns, quality assures and gives advice on the teaching and learning resources.
- Provide direct support for the development of teaching and learning support materials with exemplars of assessment activities from local and international platforms.
- To procure for the service/s that are required in the programme.
- To recruit, train and place lead teachers in their respective training venues.
- Monitoring the implementation of the projects and allocated budget.
- Collects the pre & post-tests data, analyse and report on the specified performance indicators as required by the department of policy & planning.

BOARD OF DIRECTORS

Abbey Witbooi (Chairperson) | Dr Nandipha Madiba (Deputy Chairperson)
Prof Bongani Bantwini | Zeth Malele | Patricia Maloka | Adv Lentswe Mokgatle | Nomdeni Banda
Prof Khulekani Sitole | Godfrey Tsotetsi | Mashane Mphahlele | Prof Mfanelo Pat Ntsobi (CEO)

- To implement and document the processes and systems needed to make the programme run effectively and conducting the Monitoring & Evaluation of projects.
- Supports the establishment and sustenance of appropriate systems, structures, mechanisms, processes and procedure to facilitate the development support and maintenance of the projects.
- Support, maintain, and update information requirements for the purpose of review and reporting, including qualitative data.
- Consult with the ECD and Foundation Phase coordinators at Head Office on the planned teaching and learning programmes.
- Attend and participate in the Provincial Curriculum Information Forums and Meetings.
- Ensures that all ECD training packs gets SACE endorsement.
- Administer the PDP scores after each training and direct them to SACE.
- Assist in the professional development of ECD practitioners and provide ongoing support on the implementation of Professional Learning Communities (PLC) in Gauteng Province and other provinces.
- Managing ± 100 Part time trainers.
- Conduct Performance assessment to the administrator

Education

- An education appropriate NQF 7 in ECD & Foundation Phase Mathematics education or equivalent qualifications backed with 3 years teaching experience.
- Knowledge of all major relevant education legislation and policies, particularly those having a direct impact on ECD curriculum, teacher development and assessment.
- Project management –NQF5 will be an added advantage

Experience

- 3 years' teaching experience in ECD & Foundation Phase Mathematics - compulsory
- 3 years' experience in Mathematics Education programmes/ projects (Compulsory)

- At least 3 years' experience as an HOD in ECD & Foundation Phase Mathematics- added advantage
- 1 year experience in Materials Development- added advantage
- SACE registration-compulsory

Required competencies (applied skills, knowledge and attributes)

- Intense knowledge in ECD and Foundation Phase Mathematics and a deep understanding of ICT in Mathematics, Science education
- Good inter-personal relations.
- Problem solving.
- Self-disciplined, work overtime and under pressure with minimal supervision.
- Recruitment and training of ECD and Foundation Phase MST practitioners.
- Strong analytical and advanced computer skills.
- Data mining, handling knowledge and research on the latest developments related to curriculum.
- ECD practitioners training
- Valid driver's licence- compulsory and be able to drive

The Sci-Bono Discovery Centre is an equal opportunity employer, guided by the principles of Employment Equity. This appointment will be made in the context of the Employment Equity Plan. Interested and qualified candidates are invited to email CV's to the: Human Resources Office ATT: Human Resources recruitment.sci-bono@sci-bono.co.za with Reference Number REC/VR_20250501 Only CVs submitted with the correct reference number will be attended to.

The closing date for application will be 09th June 2025 at 23:59pm. CAT.

Disclaimer: Communication will be entered into with short listed candidates only. Only candidates meeting the requirements need to apply. If you have not received a response from us within four (4) weeks from the closing date, then kindly consider your application unsuccessful.

NB. SCI-BONO ALSO RESERVES THE RIGHT TO WITHDRAW OR RE-ADVERTISE THE POSITION AT ANY TIME.