



INTERNAL VACANCY!

WAGE DATA MANAGER

Remuneration: NEGOTIABLE

Southern African Youth Movement is looking for a dynamic **Wage Manager**. Wage Data manager responsible for handling MIS database systems, and develop policies, ideas, procedures, and (as needed) assign tasks to other employees. Wage Data managers interact with all Administrators the company,

Their responsibilities typically include

Requirements:

- Diploma in Management Information Systems, Accounting, finance, or a related field and a driver's license will be an advantage;
- Two years technical experience

Competencies:

- Experience in CWP Programmes.
- An understanding of Community Works Programmes,
- Coordination and facilitation with other developmental stakeholders.
- Good Computer skills, Project management, Presentation and Communication skills.

Duties Include but not limited to:

- Capturing, auditing, analyzing submission for payment by Client of the wage data of SAYM.
- Expected to produce wage data project progress report in general and per site.
- Develop and manage computerized MIS databases
- Assist with MIS descriptive and exploratory statistical analyses.
- Design and maintain management reports on the databases for various research studies.
- Perform data management and all aspects of quality assurance.
- Supervising administrators in MIS data management, supervising data collection systems, managing data entry, ensuring data system is operational, troubleshooting data submission errors, preparing data reports, and overseeing general activity involving data
- Duly-bound to get further assignments related to your work, by the Executive Director or the Chief Financial Officer. Conditions of your service and descriptions shall be provided by the Executive Director of SAYM as an appointing Officer.

Application process:

CV's with a covering letter and certified copies of certificates should be forwarded to: jika@saym.co.za. The closing date for submission of CV's is **28th February, 2019**