

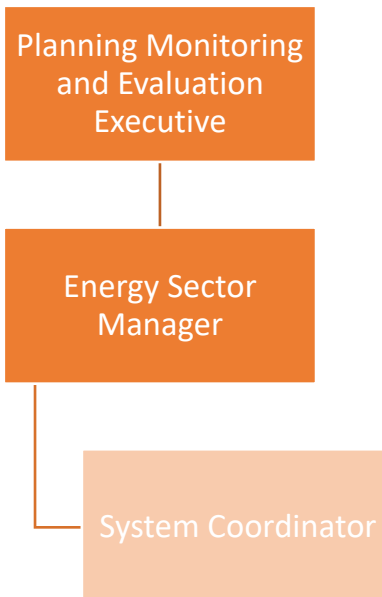


JOB DESCRIPTION

Job Information

Job Title:	PowerUp Platform Systems Coordinator	Location:	Parktown, Johannesburg
Division:	Planning Monitoring and Evaluation	Fixed Term:	12 Months Contract
Sub-Division	Energy Sector	Salary per annum:	R200 000

Reporting Relationship



Purpose and brief overview of the role

To provide support for the implementation, monitoring and reporting for the PowerUp digital platform, ensuring its functionality, data integrity, and responsiveness to stakeholder needs. The role supports EWSETA's strategic objectives in the energy sector by enabling real-time coordination for skills development, placement, and qualification mapping across the renewable energy manufacturing value chain.

Key Responsibilities	
Key responsibility	Functions
1. Platform Operations & Technical Support	<p>1.1 Support maintaining system uptime, performance, and security.</p> <p>1.2 Conduct regular audits and system health checks.</p> <p>1.3 Manage user access, permissions, and data backups</p> <p>1.4 Liaise with ICT and external developers for enhancements and troubleshooting.</p>
2. Stakeholder Onboarding & Support	<p>2.1 Facilitate the onboarding of TVETs, universities, employers, and SETAs.</p> <p>2.2 Provide technical walkthroughs and training sessions.</p> <p>2.3 Support institutional focal contacts with data uploads and reporting.</p>
3. Data Management & Reporting	<p>3.1 Monitor platform analytics and generate usage reports.</p> <p>3.2 Track learner placements, qualification competency uploads, and employer engagement.</p> <p>3.3 Support the Energy Sector Manager with data for funders and policy briefs.</p> <p>3.4 Participate in project update meetings and maintain procedural controls (e.g., documentation, issue logs).</p>
4. System Enhancement & Feedback Integration	<p>4.1 Collect and log user feedback for continuous improvement.</p> <p>4.2 Collaborate with GreenCape and other partners on module development.</p> <p>4.3 Support integration of new technologies (e.g., hydrogen, EV, microgrid).</p>
5. Compliance & Risk Management	<p>5.1 Ensure compliance with POPIA and EWSETA's data governance policies.</p> <p>5.2 Maintain audit trails and risk logs related to platform operations.</p> <p>5.3 Provide weekly status updates on system risks and mitigation actions.</p>
6. Teamwork and Self-Management	<p>6.1 Continue professional development through attending of meetings and webinars.</p> <p>6.2 Take ownership and accountability for tasks and activities and demonstrate effective self-management in terms of planning, prioritising and self-development.</p> <p>6.3 Follow through to ensure that quality and productivity work standards are consistently and accurately maintained.</p> <p>6.4 Inform relevant parties in the event of tasks or deadlines not met, the potential risks thereof and provide appropriate resolution.</p> <p>6.5 Support and drive EWSETA core values and personally demonstrate the values in everyday behaviour.</p> <p>6.6 Manage colleagues and clients' expectations and communicate appropriately.</p>

Key Responsibilities	
Key responsibility	Functions
	6.7 Demonstrate willingness to help others and “go the extra mile” to meet team targets and objectives.

Inherent Role Requirements		
Requirement	Minimum	Advantageous/Ideal
Qualifications:	B Degree or equivalent (NQF Level 8) in a relevant field	B Honours Degree or equivalent (NQF Level 8) in a relevant field
Experience:	2 years in system operations, digital platform support, or IT project coordination. Experience in a SETA PSET, NGO, public sector, or energy sector environment is preferred.	<ul style="list-style-type: none"> 3–5 years in system operations, digital platform support, or IT project coordination. Experience in SETA, PSET, NGO, public sector, or energy sector environments preferred.
Training:	1. Computer Literacy (MS Office package)	1. Advanced Computer Literacy (MS Office package) 2. Project Management
Professional certification and membership of professional bodies	Not Applicable	Certification in system administration or platform management.

Competency Requirements	
EWSETA PREREQUISITE COMPETENCIES (REFER TO EWSETA’S COMPETENCY FRAMEWORK)	<ul style="list-style-type: none"> Technical troubleshooting and system configuration. Data analysis and dashboard reporting (Excel, Power BI, etc.). Strong communication and stakeholder engagement. Familiarity with renewable energy or skills development ecosystems.
EWSETA CORE COMPETENCIES (REFER TO EWSETA’S COMPETENCY FRAMEWORK)	<ul style="list-style-type: none"> Stakeholder Orientation Building Collaborative Working Relationships Driving for Results Continuous Learning Quality Orientation Demonstrating Personal Integrity

Competency Requirements

KNOWLEDGE	<ul style="list-style-type: none"> ▪ EWSETA mandate, purpose, vision, mission, values ▪ EWSETA operations and processes. ▪ Applicable South African Legislation - Skills Development Act, 1998 (Act 97 of 1998); Skills Development Levies Act, 1998 (Act 9 of 1999); National Qualifications Framework, 2008 (Act 67 of 2008); Further Education and Training Act, 1998 (Act 98 of 1998); Promotion of Access to Information Act, 2000 (Act 2 of 2000); Protection of Personal Information Act, 2013 (Act 4 of 2013). ▪ Broad sector policy mandates – National Skills Development Strategy III (NSDS); National Development Plan (NDP); Human Resource Development Strategy for South Africa (HRDSSA); Industrial Policy Action Plan (IPAP); National Infrastructure Plan; New Growth Plan (NGP); White Paper on Post School Education and Training; Integrated Resource Plan 2010; National Energy Strategy; National Water Resource Strategy 2. ▪ Sector-Specific Framework – Strategic Framework for Water Services, 2003; National Water Resource Strategy (NWRS); Industry Policy Action Plans (IPAP 2); Water Services Act, 1997 (Act 108 of 1997); National Water Act, 1998 (Act 36 of 1998); Municipal Structures Act, 1998 (Act 117 of 1998); Municipal Systems Act, 2000 (Act 32 of 2000); Nuclear Energy Act, 1999 (Act 46 of 1999); National Nuclear Regulatory Act, 1999 (Act 47 of 1999); National Energy Act, 2008 (Act 34 of 2008). ▪ Quality assurance principles and processes ▪ Monitoring and evaluation principles and processes ▪ Learning Experience design principles ▪ Skills planning principles and frameworks
SKILLS (NOT LISTED IN EWSETA’S COMPETENCY FRAMEWORK)	<ul style="list-style-type: none"> ▪ Verbal and written communication skills ▪ Analytical ability ▪ Problem-solving ability ▪ Presentation skills ▪ Persuasiveness and Influencing skills ▪ Negotiation skills ▪ Judgement skills ▪ Empowerment skills
ATTRIBUTES (NOT LISTED IN EWSETA’S COMPETENCY FRAMEWORK)	<ul style="list-style-type: none"> ▪ Detail Orientation ▪ Able to deal with sector and SETA sensitive information ▪ Tolerance for functioning in a structured and highly regulated ecosystem ▪ Able to promote cross-functional effectiveness ▪ Decisive and able to quickly react to changing environments ▪ Resilience and Agility

Competency Requirements

- Emotional intelligence
- Stress tolerant

Application Process

Please see attached the full detailed Job Description for the role of System Coordinator. CVs and Certified Qualifications of suitably qualified persons must be forwarded to recruitment@ewseta.org.za by no later than the Close of Business 15 October 2025 (i.e. by 16:30 p.m.). Enquiries may be directed to the HR Manager at 010 109 3250 or Mthenjwa Radebe at mthenjwar@ewseta.org.za. Applications received after the closing date will not be considered. Correspondence will be limited to shortlisted candidates. EWSETA reserves the right not to make an appointment/s for the advertised post. Appointment will be made in line with the EWSETA Employment Equity targets. NB: Please use the name of the position on the subject line of your application email.