JOB DETAILS		
JOB TITLE	:	Provincial Support Intern (Kwazulu-Natal)
REPORTS TO	:	Provincial Project Manager
DIVISION	:	DDD Delivery
LOCATION	:	Kwazulu-Natal – Pinetown
CONTRACT TYPE	:	Fixed Term Contract – 14 months (January 2027 – February 2028)
SALARY	:	R6825 per month
START DATE	:	11January 2027

OVERVIEW & PURPOSE

New Leaders Foundation (NLF) is a mission driven advisory and implementation organisation specialising in education. It focuses on insights and systemic interventions that leverage data, tech enabled solutions and capability building to unlock excellence in education. It is a dynamic organisation that attracts and develops leaders who are committed to the transformation of education. Its clients include government, not for profit organisations, funders, and corporate social investors. The Data Driven Districts (DDD) Programme is currently NLF's flagship programme. The programme has been led by the Michael Susan Dell Foundation in partnership with the Department of Basic Education. The aim of the programme is to improve learner outcomes by improving the way key educational data is collected and used by officials in the education system to support schools and teachers more effectively NLF seeks a driven problem solver who is passionate about education to join its National Delivery Team. The core purpose of this role is to support the Provincial Project Manager with training, coaching and empowering the provincial, district, circuit and school officials with tools, processes, and skills for collecting and using quality data to make decisions that improve efficiencies and ultimately learner outcomes.

KEY RESPONSIBILITIES

Assist with programme implementation

- Provide administrative support to Provincial Project Manager
- Assist in coordinating DDD activities to support the sustainable running of the programme.
- Support the Provincial Manager with user support
- Help track data submissions and report issues as they arise.
- Identify and report risks and issues to the provincial Project Manager.

Assist in Stakeholder Engagement

- Assist in organizing provincial meetings and training sessions with key education department stakeholders.
- Help prepare materials and presentations for provincial education department meetings.
- Support the training and sharing of insights with provincial and district stakeholders.

Training Support

- Assist in organizing and conducting training sessions for provincial and district stakeholders on DDD usage and best practices.
- Help create training materials and user guides to support stakeholders in using the DDD system.
- Provide on-site and remote support to stakeholders during and after training sessions to ensure effective adoption of DDD tools and methodologies.

MINIMUM EDUCATION AND EXPERIENCE

- Demonstrated interest in customer service.
- Basic to intermediate proficiency in Microsoft Excel
- Familiarity with Microsoft Excel, PowerPoint, Word, and Outlook

CORE COMPETENCIES & SKILLS

- Attention to detail
- Good verbal and oral communication skills
- Able to articulate outcomes easily
- Proactive approach in solving problems and issues
- Proficient in Microsoft Word, Excel, PowerPoint and Outlook
- Proficient at designing PowerPoint Presentations
- Good organizational, planning and coordination skills
- Ability to multi-task and re-prioritise as needed

  Independent and proactive approach to new tasks
- Proficient in trouble shooting computer systems and applications
- Willingness to learn new technologies and adapt to changing support needs
- Collaborative mindset and willing to support colleagues when necessary

KEY DELIVERABLES

- **Training and facilitation:** Assist with training of district as well as providing clear and timeously feedback to queries regarding all the products (i.e. Valistractor, SA SAMS and the DDD Dashboard)
- **Computer Literacy:** Comfortable working with computer hardware, software, networking, and information delivery systems
- **Goal Orientation:** Facilitate activities to achieve the targets and objectives of the project in the province

WORKING CONDITIONS

- Hybrid working environment.

ADDITIONAL INFORMATION

- Applications close on 30 October 2026
- If you have not heard from us by the 6th of November 2026 please consider your application unsuccessful.
- The Intern position is designated for an Employment Equity (EE) candidate.
- Applicants must be South African with a valid South African Identification Document.
- Applicants must be between the ages of 18 and 29
- If you are interested in this role send your CV to recruitment@newleaders.co.za
- ***Important: Please specify in the subject of your email for which internship you are applying for***

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Phone No: 010 590 6100

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