

Enquiries: RJ PIENAAR
Reference no:



education

Department of
Education
FREE STATE PROVINCE

To: Initials: _____ Surname: _____ Persal: _____ (Nominee)
District: _____ Circuit Manager: _____
Institution: _____ EMIS No: _____

Dear _____ (Nominee)

NOMINATION OF INSTITUTION EMIS OFFICER

In accordance with Section 30B of the amended Education Information Policy, each Institution Manager must designate an Institution EMIS officer.

You are nominated as the Institution EMIS officer for _____ (Institution) with effect from the date of this letter and the basic functions for this designation will include the following:

- I. To co-ordinate and control the release of institutional data to all information users, but in particular the Department of Education, in accordance with established information reporting cycle, but also in response to special information request.
- II. To ensure that data released adhere to quality standard as required by the published standards and requirements.
- III. To act as the only departmental official, apart from the head of the institution, also known as the information officer in terms of the Promotion of Access to Information Act, with the authority to classify statistics and data of the institution as official in accordance with section 14 of the Statistics Act No. 6 of 1999.
- IV. The information officer will have the authority to maintain and update education record.
- V. To analyse, report on, and make recommendations on an ongoing basis for improvement to the electronic and non-electronic information system of the institution so that the system can contribute to the vision of education information system explained in this policy.
- VI. To maintain compliance with national information system standards where the education information system is being developed and enhanced in the institution.
- VII. To collaborate with the other institutional EMIS officers, Institution EMIS officers,

Private Bag X20565, Bloemfontein, 9300

Fidel Castro Building, 16th Floor, Cnr Markgraaf and Elizabeth Streets, Bloemfontein

Tel: (051) 404 8089 Fax: (051) 404 8094 E-mail: R.Pienaar@fseducation.gov.za

provincial EMIS officers, and the nation EMIS officer designated in terms of paragraph 29, in the furtherance of the education information system vision at the national level.

VIII. To analyse data and provide rapid feedback to the institution. Report contradictory data extracted from the source system. Ensure the source system is repaired and improved for better reporting.

IX. To institute sound methodologies to ensure integrity of institution record by:

- Ensuring that a business process is developed and adhered to during data processing and migration between systems and data is consistent across system; and
- Establishing effective and rigorous record keeping, data verification, data capturing and data handling methodology and sign-off procedures to ensure clean, accurate, reliable, and consistent and quality data.

Please be informed that this is not a new position and as such there are no additional monetary benefits attached to it.

Note that:

- The best candidate for this designation is an official at management level with appropriate responsibilities such as signing-off the correctness of institution data.
 - This can be a deputy principal, or
 - An HOD if there is no deputy principal, or
 - An educator/practitioner in the absence of any other senior official, or
 - The institution manager
- SA-SAMS will be updated to capture the details of the Institution EMIS officer and that it will be compulsory that this information should be captured correctly.

Yours sincerely

_____ (Signature)

Institution Stamp

_____ (Name)

(Institution Manager)

Date: _____

The nominee

I take note of the nomination letter and hereby accept/decline the nomination.

Signature: _____

Date: _____