

DEPARTMENT OF EDUCATION

INTERNAL ADVERT 01/2018

Re-advertisement

DATA CAPTURER – HIV/AIDS & SOCIAL PLANNING CONDITIONAL GRANT (1 YEAR CONTRACT PERIOD) (1 POST)

**Salary Range: R173 703 per annum (Level 05)
(Ref. 01/05/2019) Centre: Head Office – Zwelitsha**

Requirements: Grade 12 or with relevant certificate / courses to the post. Computer Literacy. Good Communication. Understanding the public service policies, prescripts and guidelines. Knowledge of the Basic Condition of Employment.

Overall Responsibilities: Assist with general administrative work within the unit/ office. The organization and analysis and sorting of processed and unprocessed data within the office. Capture documentation for processing and information using spreadsheet to ensure that the information is captured correctly and verified and validated. Checking for accuracy and amend where necessary and deal with queries regarding data captured and recognize and identify problems and report to the supervisor and avail the information captured to all relevant offices. Store and maintain captured data and document to ensure correct storage according to standard archive procedures. Design data capturing template. Input information on applicable data basis. Play an exemplarily role in building Teamwork within the office, act as a team player contributing to the holistic outcomes of the office.

KPA's:

1. Capture documentation for processing and information using spreadsheet to ensure that the information is captured correctly and verified and validated for Peer Group Trainers and Learner Support Agents
2. Checking for accuracy and amend where necessary and deal with queries regarding data captured and recognize and identify problems and report to the supervisor and avail the information captured to all Chief Directorates and District Offices.
3. Store and maintain captured data and document to ensure correct storage according to standard archive procedures.
4. Input information on applicable data basis.

CLOSING DATE: 23 May 2019

APPLICATIONS RECEIVED AFTER CLOSING DATE WILL NOT BE CONSIDERED. NO FAXED APPLICATIONS WILL BE ACCEPTED.

TO OBTAIN MORE INFORMATION ON REQUIREMENTS AND FUNCTIONS: visit www.ecprov.gov.za or www.dpsa.gov.za or www.ecdoe.gov.za

Applications can be forwarded through one of the following options:

DEPARTMENT OF EDUCATION

Hand Delivery: Human Resource Administration, Floor 4, Steve Vukile Tshwete Complex, Zone 6, Zwelitsha. Post to: Private Bag X0032, Bhisho 5605; or deliver by hand at the Department of Education, Human Resource Administration, Floor 4, Steve Vukile Tshwete Complex, Zone 6, Zwelitsha.

Enquiries: Ms Z Njotini – Acting Director: NSNP

Note: Applications must be submitted on a Z83 Form, obtainable from any Public Service department or on the internet at <http://www.info.gov.za/documents/forms/employ.pdf> Z83 which must be fully completed and signed (an unsigned Z83 form will disqualify an application) and should be accompanied by a recently updated, comprehensive CV. All proof of qualifications shall be certified as a true copy by a commissioner of oaths, and such certification shall not be older than 3 months as at the time of submission [Matric certificate must also be attached] and ID-document and Driver's license [where applicable]. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of his/her Permanent Residence Permit to his/her application. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Failure to adhere and submit to all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial/asset record check, qualification/study verification and previous employment verification). Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a contract period of twelve (12) months. The Department reserves the right not to make appointment(s) to the advertised post(s). **NB: It is the departments objective to achieve equitable representation across race and gender as per Employment Equity Plan.**