

DATA CAPTURERS REF NO: DOT 24/05/2018

SALARY : R152 862 per annum (Level 05)

CENTRE : Head Office: Traffic Infridgement, X2

EPWP: Head Office: X6 Districts: (Amathole, Joe Gqabi, Chris Hani, OR Tambo,

Sarah Baartman, Alfred Nzo)

REQUIREMENTS : Grade 12 with relevant post matric certificate in computer Operation/practice. 1-2

years relevant experience in data capturing. Key competencies Analysis of Raw

Data. Computer hardware & software. Managing files & records. Designing Forms

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and back-up system Basic accounting. Computer programmes (in terms of data

capturing). Presentation. Communication (verbal & written). Critical Thinking.

Decision Making

DUTIES : Prepare & maintain registers for registering the receipt of data return sheets.

Check data return sheets for completeness and prepare for capturing. Capture

data into computer from source document. Prepare weekly, monthly and quarterly

report of scholar transport data. File data return sheets & printouts as required.

ENQUIRIES : can be directed to Mr M.L Ngcobo Tel No: 043 604 7455