

# Data Capturing Clerk Wanted

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REF NO: EP9003/2018

SALARY : R196 407 per annum (Total package of R309 445 per annum conditions apply)

CENTRE : KZN

REQUIREMENTS : National Senior Certificate (Grade 12) with relevant Data Capturing experience. Proven above average proficiency in MS Office and Windows. Advanced Computer Skills and good numeracy Skills. Systematic and meticulous approach to Data Capturing. An ability to work under pressure and meet deadlines. Ability to work under minimal supervision, Use own initiative and perform multiple tasks. Willingness to develop a comprehensive understanding and knowledge of field operations. Good communication (written and verbal) and interpersonal skills. Knowledge of WIMS will be added advantage.

DUTIES : Provide support to the Control GIS Technician by capturing all non-spatial data for projects managed by the Natural Resource Management Programmes (NRM) regional offices. Regularly maintain and update non-spatial Database. Verification of Data for consistency, completeness and accuracy. Proactively identify discrepancies in documents. Electronic and hard copy filing of relevant documentation and records systematically. General administrative support functions. . It is the applicant's responsibility to have foreign

qualifications evaluated by the South African Qualification Authority (SAQA). Correspondence will be limited to successful candidates only. The persons appointed to this position will be subjected to a security clearance. The department reserves the right not to make an appointment. No faxed, e-mailed and late applications will be considered. If you have not been contacted within three 3 months after the closing date of the advertisement, please accept that your application was unsuccessful.

ENQUIRIES : Mr R Brudvig Tel No: 033 330 6197

APPLICATIONS : Director-General, Department of Environmental Affairs, Private Bag X4390, Cape Town, 8000 or hand-deliver to 14 Loop Street, Cape Town

FOR ATTENTION : Human Resources Management

NOTE : Applications must be submitted on a Z83 form with a copy of a comprehensive CV, certified copies of qualifications and ID document in order to be considered

For more information regarding the requirements and duties in respect of each position, please visit our website at [www.environment.gov.za](http://www.environment.gov.za). Click on vacancies and ensure you follow the correct link to the position of interest.

CLOSING DATE : 12 November 2018