



WE ARE HIRING

Join Our Team

Apply Now

- ✓ POSITION: Data Capturer (9)
- ✓ PERIOD: 12 Months
- ✓ SALARY: R204 000 PA
- ✓ SUBMIT: Motivational Letter and CV
applications@ecdhs.gov.za

Job related skills: Strong Computer literacy, interpersonal skills, organizing and planning skills, communication skills (written and verbal), analytical skills, problem solving skills and financial management skills.

DUTIES: Collect, review, and verify EPWP statistical data from Human Settlements construction sites. Capture information from hard copies as submitted by the different Service Providers to electronic system i.e., MS Word/Excel/PowerPoint, computer network system and EPWP reporting systems. Ensure that information captured is accurate and of a good standard. Report on a monthly and quarterly basis to different structures. Liaise with different stakeholders during work preparation. Compile monthly stipends for EPWP participants. Execute related administrative duties: Update and file records.

Shortlisted candidates will be required to undergo typing test.

ENQUIRES : Ms Wendy Tsitsi Tel No:(043) 711 9900 or
(043) 711 9599

APPLICATIONS : Post to be Hand delivered to Project Management Unit: Department of Human Settlements 31 ,33 Waverly Park, Chislehurst East London 5247 OR email to applications@ecdhs.gov.za

CLOSING DATE : 10 April 2024

CENTRE	VACANCY	OFFICE
<i>Amatole District Office</i>	1	Chiselhurst - East London
<i>BCMM Office</i>	1	
<i>Head Office</i>	1	
<i>NMBM</i>	1	Greenacres - Gqeberha
<i>Sarah Baartman District Office</i>	1	
<i>Alfred Nzo District Office</i>	1	Kokstad
<i>Chris Hani District Office</i>	1	Komani
<i>Joe Gqabi District Office</i>	1	Aliwal North
<i>OR Tambo District Office</i>	1	Mthatha

REQUIREMENTS:

Applicants must be in possession of a Grade 12 Certificate and National Diploma or Advanced certificate (NQF Level 6) as recognized by South African Qualifications Authority (SAQA).

Minimum 1 year public service internship programme experience will be given preference. A relevant working experience in Data Capturing will serve as an added advantage. Basic gathering of information. Ability to handle stressful environment. Self-propelled, responsive person with positive attitude.

