

**JOB PROFILE**

<b>JOB TITLE</b>	Data Capturer
<b>REPORTING TO</b>	Branch Manager
<b>MAIN PURPOSE OF THE JOB</b>	Provide administrative service at branch level in consultation with the provincial office in terms of financial and human resources functions coordination as well as management of Information and reporting systems. The administrator will also be responsible for capturing all data into the relevant databases
<b>NO. OF INCUMBENTS</b>	1
<b>LOCATION</b>	Kwazulu Natal: UThukela
<b>PREFERRED MINIMUM EDUCATION</b>	❖ Grade 12 and /or a recognised Diploma in Office Administration
<b>KEY PERFORMANCE AREA</b>	<ul style="list-style-type: none"> <li>❖ Provision of financial, human resources and other admin services at branch level.</li> <li>❖ Management of the information and reporting systems</li> <li>❖ Provision of branch data capturing functions</li> </ul>
<b>PREFERRED MINIMUM EXPERIENCE</b>	<ul style="list-style-type: none"> <li>❖ Comprehensive knowledge of administration and data capturing duties</li> <li>❖ Prior experience in office administration and data capturing environment</li> <li>❖ Team player who interacts well with staff, customers and clients of seda</li> </ul>
<b>CRITICAL COMPETENCIES</b>	<ul style="list-style-type: none"> <li>❖ Accuracy</li> <li>❖ Written and verbal communication skills</li> <li>❖ Attention to detail</li> <li>❖ Planning and organising</li> </ul>
<b>ADDITIONAL COMPETENCIES</b>	<ul style="list-style-type: none"> <li>❖ Team player</li> <li>❖ Interpersonal</li> </ul>
	<p>To apply , please send your CV to <a href="mailto:recruitmentkzn@seda.org.za">recruitmentkzn@seda.org.za</a></p> <p>Please state the position you are applying for in the subject line.</p> <p>Closing Date: <b>19 December 2011</b></p>