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## **Data Capturer: Recruitment and Selection | four (04) positions | twelve (12) months contract (CMS50/2023)**

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**Salary:** R147 036 plus 37% in lieu of benefits

**Centre(s):** Cape Town

### **Requirements:**

- Grade 12.
- A post-matric qualification and relevant experience in administration will be an added advantage.
- Knowledge of Public Service Act (PSA), Public Service Regulations (PSR), Labour Relations Act (LRA), Basic Conditions of Employment Act (BCEA) and Employment Equity Act (EEA).
- Good communication (verbal and written), interpersonal, organising and planning skills.
- Good analytical thinking, innovation, and creative skills.
- Good computer literacy.
- Ability to work independently and in a team.
- Ability to plan and organise the activities of the division.
- Good interpersonal relation skills.
- Ability to work long hours and under extreme pressure.
- Ability to work individually and in a team and ability to apply policies.

### **Duties:**

- Collect applications from the application box in reception.
- Collect and receive applications from registry.
- Sort and stamp applications.
- Capturing and numbering all applications.
- Opening office files for all advertised positions.

- Prepare memos for submission of applications.
- Filing and archiving old applications.

**Enquiries:** Ms S Nzwane  
Tel: 021 493 7223

**For attention:** Human Resource Management

**Closing date:** 18 September 2023

- All applications must be submitted on a signed **new Z83 application form** (*click bold underlined text to download PDF form*) with a copy of a comprehensive CV, certified copies of qualifications (Matric Certificate must also be attached, ID document, driver's license (all attached documentation must not be older than six (06 )months) together with the recent curriculum vitae in order to be considered.
- Please note that ***should you not use the newly amended Z83 and completed, initialed and signed in full, the department reserves the rights to disqualify your application.***
- **Applications may be forwarded to:** The Director-General, Department of Forestry, Fisheries and the Environment, Private Bag X4390, Cape Town, 8000 or hand-deliver to 14 Loop Street Cape Town. **Marked for attention:** Human Resources Management.
- The National Department Forestry, Fisheries and the Environment, is an equal opportunity, affirmative action employer.
- Preference may be given to appointable applicants from the underrepresented designated groups in terms of the department's equity plan. Persons with disabilities are encouraged to apply.
- 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.
- Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment, including but not limited to: criminal records; citizenship status; credit worthiness; previous employment (reference checks); social media checks, and qualification verification.
- Short-listed candidates will be expected to avail themselves at the department's convenience.
- Entry level requirements for SMS posts: In terms of the directive on compulsory capacity development, mandatory training days & minimum entry requirements for SMS that was introduced on 1 April 2015, a requirement for all applicants for SMS posts from 1 April 2020 is a successful completion of the Senior Management Pre-Entry Programme as endorsed by the National School of Government (NSG).
- The course is available at the NSG under the name certificate for entry into SMS and the full details can be obtained by following the below link: <https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/>
- The successful candidate will be required to provide proof of completion of the NSG Public Service Senior Management Leadership Programme certificate for entry into the SMS.
- Furthermore, candidates shortlisted for the SMS post will be subjected to a technical exercise that intends to test relevant technical elements of the job.
- Following the interview and the technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment in compliance with the DPSA directive on the implementation of competency based assessments.
- The person appointed to this position will be subjected to a security clearance, the signing of performance agreement and employment contract.
- The department reserves the right not to make an appointment. If you have not been contacted within three (03) months after the closing date of the advertisement, please accept that your application was unsuccessful.