



ALL POSTS | EP Region 2: Data Capturing and Reporting | one (1) year fixed term contract: Eastern Cape, Western Cape and Working on Fire Programme 2023/24 | 14 posts

THIS PROGRAMME IS AIMED AT AFFORDING YOUTH AN EMPLOYMENT OPPORTUNITY TO GAIN WORK EXPERIENCE

NOTE: Applicants must clearly indicate the province, reference number and the local municipality they are applying for on the **signed application letter**. Applicants who are applying for multiple municipalities must submit separate applications.

PLEASE read carefully the instructions concerning application procedures to be followed (last page).

ALLOWANCE / STIPEND: R6 600

PLEASE NOTE: No other benefits apply; successful candidates will be required to cover the cost for their own accommodation and transportation to and from work if necessary

POST: DATA CAPTURER | 14 POSTS (PLS. quote reference by / per centre below)

CENTRES, NUMBER OF POSTS AND REFERENCE NUMBER PER / BY PROVINCE

EASTERN CAPE (4)	WESTERN CAPE (2)	WORKING ON FIRE (8)
Centre: East London	Centre: Cape Town	Centre: Cape Town
Post reference nr	Post reference nr	Post reference nr
Region2/EC (01)	Region2/WC (02)	Region2/WoF (03)

Requirements:

- A recognised three-year bachelor’s degree/National Diploma, or matric with data capturing and computer experience.
- Preference will be given to candidates with Zero to two (0-2) years of experience in relevant field.
- Knowledge and understanding of data Expanded Public Works Programme (EPWP) and reporting requirements.
- Basic organisational, planning and coordination skills.
- Basic communication skills (good verbal and written communication skills) and Interpersonal relation skills.
- Computer literacy and operation of all Microsoft packages.
- Ability to work independently and long hours and under pressure.
- Good records management and numerical skills.

Duties:

- Develop and maintain database of reports.
- Verification and capturing of monthly data reports on reporting systems.
- Verification of evidence supporting monthly reporting.
- Administrative support duties.

Enquiries:

Eastern Cape: Dudu Soginga at Tel. 021 331 2731 / Cell. 060 976 6128
Western Cape: Nceba Ngcobo at Tel. 021 441 2749 / Cell. 083 451 2154
Working on Fire: Raymond Scott at Tel. 021 441 2811 / Cell. 082 789 4136

For attention: EP CD Region 2 (Data Capturing and Reporting)

Closing Date: 26 October 2023



More
information

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- All applications must be submitted on a signed application letter accompanied by a recent detailed curriculum vitae and ID Copy to be considered.
 - **Applications may be forwarded to:** The Director-General, Department of Forestry, Fisheries and Private Bag X4390, Cape Town, 8000 **or** hand-deliver to 14 Loop Street, Cape Town. **Marked for the attention:** EP CD Region 2 (Data Capturing and Reporting) to be placed in a box marked EP CD Region 2 (Data Capturing and Reporting) or by email Region2data.advertisement@dffe.gov.za - Applicants should also indicate the reference number on the subject line when applying via email.
 - 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 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.
 - 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.
 - The person appointed to this position will be subjected to the signing of a work plan and an employment contract.
 - The department reserves the right not to make an appointment.
 - **Please note that this a fixed contract and the employer is under no obligation to extend it beyond this period.**
 - If you have not been contacted within three (03) months after the closing date of the advertisement, please accept that your application was unsuccessful.