



DATA CAPTURER PERMANENT SALARY SCALE: (R156 002.23 - R230 479.26) P.A Ref: AgriS0108/2020
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DESIGNATION	Data Capturer
Reporting to	Assistant Manager: Reporting
Division	Skills Planning
Business Unit	Skills Planning Reporting
Office Location	Head Office (Pretoria)

JOB PURPOSE	Capture all Learner data on the Management Information System (MIS).
ROLE CONTEXT	Accuracy and attention to details in capturing data is essential.

KEY PERFORMANCE AREAS

KEY PERFORMANCE AREA	FUNCTIONAL OUTPUTS / ACTIONS
DATA CAPTURING	<ul style="list-style-type: none"> • Capture learner information relating to various learning programmes within AgriSETA and stakeholders. • Update existing learner information by amending records. • Update the database when the requirements of the Department of Higher Education and Training (DHET) and/or SAQA/QCTO are revised. • Draw reports from the database when requested and update report formats when required. • Classify and provide information to the Assistant Manager: Reporting regarding the preparation for the quarterly verification visits • Provide information required for DHET and Auditors validation • Keep an up-to-date document register of documents received and submitted. • Provide excellent customer service to AgriSETA internal and external stakeholders • Provide guidance to stakeholders, employers and training providers regarding the online learner registration portal and other requirements

	<ul style="list-style-type: none"> • Support the general administration of the Skills Planning Division
AD HOC	<ul style="list-style-type: none"> • Any other duties which may be assigned from time to time by Line Manager/Supervisor.

REQUIREMENTS

INTERNAL AND EXTERNAL CONTACTS	Internal departments: All departments within AgriSETA
MINIMUM QUALIFICATIONS AND EXPERIENCE	Matric or Equivalent (NQF Level 4) <ul style="list-style-type: none"> • 2 years' experience in administrative function • 1 years related experience in Data Capturing • Knowledge of SETMIS reporting will be an added advantage
REQUIRED COMPETENCIES	<ul style="list-style-type: none"> • Attention to detail; • Ability to work under pressure; • Project management skills; • Organising skills; • Time management; • Ability to work in a team; • Computer Literacy; • Communication skills; • Good work ethics.

Employment Period: Permanent

An updated CV with a covering letter (excluding certificates) should be forwarded to:

Recruitment@agriseta.co.za

Closing date: 10 September 2020

Enquiries: Baepi@agriseta.co.za

Note: Please indicate your current and required salary. Communication will be restricted to the shortlisted candidates only. Should you not hear from us in 4 weeks after closing date of this advertisement, consider your application unsuccessful.

This advertisement has minimum requirements listed. Management reserves the right to use additional relevant information as criteria for short-listing. AgriSETA is an equal opportunity employer and preference will be afforded to candidates in terms of Employment Equity Plan.