

**PERMANENT  
DATA CAPTURER  
SALARY SCALE: PATERSON B4 LEVEL 6  
R295 943.49 CTC PA  
Ref: AgriS0108/2023**

<b>DESIGNATION</b>	Data Capturer
<b>Reporting to</b>	Assistant Manager: Reporting
<b>Division</b>	Skills Planning
<b>Business Unit</b>	Skills Planning Reporting
<b>Office Location</b>	Head office (Pretoria)

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

**KEY PERFORMANCE AREAS**

<b>KEY PERFORMANCE AREA</b>	<b>FUNCTIONAL OUTPUTS / ACTIONS</b>
<b>DATA CAPTURING</b>	<ul style="list-style-type: none"> <li>• Maintain and update AgriSETA's database to enable efficient data retrieval.</li> <li>• Implement Quality control measures to ensure the validity of data.</li> <li>• Provide weekly data reports to the Assistant Manager.</li> <li>• Retrieve report from the management information system (Indicium) and send to relevant stakeholders for payment purposes.</li> <li>• Prepare and submit SETMIS reports quarterly.</li> <li>• Prepare reports requested by DHET and management for review by the Assistant Manager</li> <li>• Prepare and submit performance information reports for management review.</li> <li>• Provide data trend analysis from AgriSETA's database.</li> <li>• Maintain documented proof of captured information.</li> </ul>

	<ul style="list-style-type: none"> <li>• Verify, enroll, and authorise learner information relating to various learning programmes within AgriSETA inclusive of partnerships and other stakeholders.</li> </ul>
<b>AD HOC</b>	<ul style="list-style-type: none"> <li>• Any other duties which may be assigned from time to time by Line Manager/Supervisor.</li> </ul>

## REQUIREMENTS

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

### Employment Period: Permanent

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

[Recruitment@agriseta.co.za](mailto:Recruitment@agriseta.co.za)

**Closing date: Monday, 28 August 2023**

**Enquiries:** [KelebogileM@agriseta.co.za](mailto:KelebogileM@agriseta.co.za)

**Note:** Communication will be restricted to the shortlisted candidates only. Should you not hear from us in 4 weeks after the 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 shortlisting. AgriSETA is an equal opportunity employer and preference will be afforded to candidates in terms of Employment Equity Plan.**