



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

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.
ROLE CONTEXT	Accuracy and attention to detail in capturing data is essential.

KEY PERFORMANCE AREAS

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



AD HOC	<ul style="list-style-type: none"> Any other duties which may be assigned from time to time by the Line Manager/Superior.
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REQUIREMENTS

INTERNAL AND EXTERNAL CONTACTS	Internal Departments: all departments within AgriSETA.
MINIMUM QUALIFICATIONS AND EXPERIENCE	<ul style="list-style-type: none"> Matric or Equivalent (NQF Level 4). 2 years' experience in administrative functions. 1 year 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 cover letter (excluding certificates) should be forwarded to:
dataplayer@agriseta.co.za

Closing date: 15 September 2023

Enquiries: KelebogileM@agriseta.co.za

Note: Communication will be restricted to the shortlisted candidates only. Should you not hear from us within 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 short-listing. AgriSETA is an equal opportunity employer and preference will be afforded to candidates in terms of the Employment Equity Plan.