

OFFICE OF THE DIRECTOR HUMAN RESOURCE DEVELOPMENT

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CLOSING DATE: 05 APRIL 2022

**INTERNSHIP PROGRAMME (BEEI) : DATA CAPTURING X 212 POSTS
PERIOD: 15 APRIL 2022 TO 30 AUGUST 2022**

STIPEND: R4 081.44 PER MONTH

An opportunity has risen within the Eastern Cape Department of Education to recruit suitably qualifying candidates into the positions of Data Capturers. The Department will be embarking on the implementation of the Presidential Youth Employment Initiative Phase 3 under the presidential Economic Stimulus Package therefore successful candidates will be assisting the Initiative to achieve its intended objectives. Data Capturers will report to District HRD CES, Deputy Directors HRD and to the Provincial Project Manager. Successful candidates will be based in the Department's 12 Districts across the Province as follows:

NO	DISTRICT NAME	Number of Circuits	Number of Posts per District
1	Alfred Nzo East	8	8
2	Alfred Nzo West	24	24
3	Amathole East	28	28
4	Amathole West	14	14
5	Buffalo City Metro	16	16
6	Chris Hani East	17	17
7	Chris Hani West	17	17
8	Joe Gqabi	16	16
9	Nelson Mandela Metro	13	13
10	OR Tambo Coastal	23	23
11	OR Tambo Inland	26	26
12	Sarah Baartman	10	10
Total Number of Post			212

One Data capturer will be placed in each Circuit in the District

JOB PURPOSE

Capturing, processing and storing of data for the Presidential Youth Employment Initiative Phase 3 or any other duty that may be assigned by relevant supervisors.



KEY PERFORMANCE AREA	
Data Entry	<ul style="list-style-type: none">• Enter information from documents to be stored and transmitted.• Consistently check work for accuracy and completeness• Complete forms and edits current information• Reads the information and keys the data into the necessary fields.• Compare the entered information with the source to identify errors and correct.• Separates information into different sections to categorize and identify certain characteristics.
Administrative	<ul style="list-style-type: none">• Responsible for storing and filing completed information and maintaining records of work tasks and completed documents.• Performs many different administrative tasks such as word processing, filling out paperwork, and maintaining records and files• Telephone queries
Operating Equipment	<ul style="list-style-type: none">• Operates a variety of machines and equipment such as computers with a variety of systems, keyboards, scanners, printers, and copy machines.• Knowledge of specific computer software and programs for data entry tasks.• Keys information directly into the computer, and can also be required to scan documents and fill in any missing information.• Enters data onto tapes or disks for later entry

COMPETENCIES

- Excellent organisational and planning skills with the ability to prioritize time and work effectively;
- Strong people skills with the ability to work under pressure;
- Highly-motivated, confident communicator with the ability to engage with people at all levels;
- Pays attention to detail and displays a high level of integrity;
- Able to multi-task and is deadline orientated;
- Ability to work independently, as well as in a team;
- Excellent communication and interpersonal skills with the ability to work across diverse cultural backgrounds;
- Innovative and creative, able to see new opportunities; and



- Reflective and open to learning.
- Excellent knowledge of MS Office Word and Excel.
- Ability to concentrate for lengthy periods and perform accurately with adequate speed.
- Good typing skills.

REQUIREMENTS

- Matric certificate
- College certificate / Diploma in Administration
- IT/Computer Literacy and database skills
- ICDL (added advantage)
- Youth between 18 - 35

INSTRUCTION TO CANDIDATES

All applications should be submitted to Districts on a signed Z83 Form obtainable from any Public Service department or on the internet at <http://www.info.gov.za/documents/forms/employ.pdf> which must be accompanied by a recently updated CV as well as certified copies of all qualifications. Applications are to be submitted at HRD district offices.

ENQUIRIES CONTACT PEOPLE

DISTRICT	SURNAME	NAME	CONTACT NO.	E-MAIL
Alfred Nzo East	Jili	Xoliswa	0835343974	prudence.jili@ecdoe.gov.za
Alfred Nzo West	Mashoai	Loyiso	0810469892	loyiso.mashoai@ecdoe.gov.za
Amathole East	Ndunge	Siyabulela	0738391712	siyabulela.ndunge@ecdoe.gov.za
Amathole West	Gungutha	Thembeka	0716065605	thembeka.gungutha@ecdoe.gov.za
Buffalo City Metro	Tsheko	Toto	0605238324	toto.tsheko@ecdoe.gov.za
Chris Hani East	Ngwendu	Fundile	0605300278	fundile.ngwendu@ecdoe.gov.za
Chris Hani West	Godana	Ntombekhaya	0719265020	ntombekhaya.godana@ecdoe.gov.za
Joe Gqabi	Sikithi	Nokulunga	0829232111	nokulunga.sikithi@ecdoe.gov.za
Nelson Mandela Metro	Hlekani	Mpakamisi	0826607369	mpakamisi.hlekani@ecdoe.gov.za
OR Tambo Coastal	Dalasile	Khwezi	0744224171	kwezi.dalasile@ecdoe.gov.za
OR Tambo Inland	Matoti	Linda	0721231562	linda.matoti@ecdoe.gov.za
Sarah Baartman	Van Rensburg	Marlene	0846574408	marlene.vanrensborg@ecdoe.gov.za



MR Q LUTHULI
CD: HRM&D

30 March 2022

DATE