

BENCHMARK JOB DESCRIPTION

A. JOB INFORMATION SUMMARY

Name of jobholder: :

Job title : Data Capturer

Core :

Post level and salary code : 4

Occupational class code :

Name of component :

Location :

Posts reports to :

Date of appointment :

B. JOB PURPOSE

To render data capturing services.

KEY PERFORMANCE AREAS

- Capture data from available records into the required formats e.g. databases, table, spreadsheet.
- Verify query missing data and errors observed during data entry
- Review and validate all data from the records
- Submit data
- Make regular backups of data
- Update registers and statistics
- Keep and maintain records and files
- Ensure records and files are properly sorted and secured
- Provide information to components

C. INHERENT REQUIREMENTS OF THE JOB:

Skills and Competencies

The following are skills and competencies required towards achieving the goals of the department.

Competencies	Skills required
Job Knowledge	Computer
Communication	Planning and organisation
Interpersonal relations	Language

Flexibility	Good verbal and written communication skills
Teamwork	

Consult the feeder competencies in the draft competency framework for middle managers and determine the skills and competencies required for this job. It should be noted that a number of competencies would not be applicable to this job. Please note further that the descriptions and definitions should be utilised but the level of proficiency should be adjusted to fit the level of the job. The competency framework is available at Consult the Codes of Remuneration for the specific job. The relevant information can be obtained at <http://www.dpsa.gov.za/dpsa2g/documents/ep/MMCFDictionaryConsolidated18July.pdf>

D. KNOWLEDGE REQUIREMENTS

Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics.

Knowledge and understanding of the legislative framework governing the Public Service.

Knowledge of working procedures in terms of the working environment

E APPOINTMENT REQUIREMENTS

NQF level 4 or 5 (A grade 12 certificate or equivalent).

No previous experience required.

F CAREER PATHING

Compliance with the requirement of higher posts.

G. AMENDMENTS TO JOB DESCRIPTION

The Head of Department or his/her nominee reserves the right to make changes and alterations to this job description, as he/she may deem reasonable, after due consultation with the post holder.

H. PERFORMANCE AGREEMENT

The performance agreement of the incumbent, which contains a workplan and specific target dates, should be read as an extension of this job description. The performance agreement may also contain an annexure outlining any standard operating procedures that the incumbent should adhere to during the execution of his/her key performance areas.

I. JOB DESCRIPTION AGREEMENT

SIGNATURE OF POSTHOLDER

SIGNATURE OF MANAGER

DATE:

DATE: