

## CENTRE FOR PUBLIC SERVICE INNOVATION

- APPLICATIONS** : Applications should be hand-delivered to Centre for Public Service Innovation at Batho-Pele House (inside DPISA) 546 Edmond Street, Arcadia, Pretoria, 0007(Applications received after closing date will not be considered) or e-mail to [Recruitment@cpsi.co.za](mailto:Recruitment@cpsi.co.za). Faxed applications will not be considered. CPSI reserves the right not to fill the below-mentioned posts.
- CLOSING DATE** : Monday, 03 April 2023 @ 16:30
- NOTE** : It is the intention to promote representivity in the CPSI through the filling of this position. The candidature of applicants from designated groups and people with disabilities will receive preference. Applicants are not required to submit copies of qualifications and other relevant documents on applications but must submit Z83 and detailed Curriculum Vitae. Applications quoting the correct reference number must be submitted on the new form Z83, obtainable from any Public Service Department or on the internet at [www.gov.za/documents](http://www.gov.za/documents). Received applications using the incorrect application form (old Z83) will not be considered. Each application for employment form must be fully completed, signed and initialled by the applicant (Section A, B, C & D are compulsory and section E, F and G are not compulsory if CV it is attached). Failure to sign this form may lead to disqualification of the application during the selection process. Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from Human Resources. Reference checks will be done during the selection process. The department reserves the right not to make an appointment. If you have not been contacted within three 3 months after the closing date of the advertisement, please accept that your application was unsuccessful.

## OTHER POST

- POST 10/37** : **DATA CAPTURER REF NO: 0006/2023 (X3 POSTS)**  
(Two-month Contract)
- SALARY** : R151 884 per annum (Level 04)
- CENTRE** : Pretoria, Arcadia
- REQUIREMENTS** : Matric certificate. National Diploma/Degree will be an added advantage. A minimum of one (1) year job related knowledge and experience. Skills and Competencies: Ability to work within a team. Attention to detail. Strong Computer literacy in MS Word and Excel. Ability to work under pressure and under stressful conditions. Team Player, working with others independently to attain both individual and team objectives. Proficient typing and excellent proofreading skills. Time management skills. Maintain strict confidentiality. Be flexible and able to meet deadlines.
- DUTIES** : Capture data from available records into the required formats e.g. databases, tables, and spreadsheets. Verify/query missing data and errors observed during data entry. Review and validate all data from the records. Submit data and make regular backups of data. Update registers and statistics. Keep and maintain records and files. Ensure records and files are properly sorted and secured. Consistently check work for accuracy and completeness. Assist in developing templates for capturing of information. Responsible for storing and filing completed information and maintaining records of work tasks and completed documents. Personal Profile: Proactive individual with good verbal and written communication skills. Ability to provide a quality work, under tight deadlines and work under pressure.
- ENQUIRIES** : HR related enquiries: Ms Tshepo Buthelezi Tel No: (012) 683 2817