



EXTERNAL ADVERTISEMENT

DEPARTMENT: INFRASTRUCTURE SERVICES

Applicants are hereby invited from suitably qualified and experienced persons for the following vacant permanent position:

POST: CLERK: DATA CAPTURER

SALARY TK: 5

SALARY SCALE: R 130 603 – R 168 648

QUALIFICATION AND EXPERIENCE REQUIRED

- Matric
- Office Administration
- Advance Computer literacy
- 1-year relevant experience

CORE RESPONSIBILITIES

- Checking the accuracy of details recorded on transactional documentation and updating work in progress information/ data on specific applications/ systems of the department.
- Receiving data documentation and applying specific procedures and system tools to import data from various applications and programmes.
- Converting data/ information using application tools and procedures, applying instructions to change and format datasets.
- Assessing relevant fields and capturing data, applying processing rules and procedures.
- Checking and validating entries, referring to information sources to resolve anomalies/ discrepancies and/ or manipulating data characteristics to achieve consistency.
- Providing administrative support to all types of organizations and businesses and municipality stakeholders.
- Communicating with technicians, consultants and other authorities pertaining to PMU and Capital Projects information.
- Maintaining and accessing records of transactional processes, related documentation, instructions, and correspondence.
- Processing of work orders of services, repairs and maintenance, insurance claims and capital jobs timeously.
- Capturing of timesheets and transport log sheets for costing, handling queries relating to timesheets and updating of the general ledger.
- Reporting all problems encountered to the Supervisor and complying with specific sequences associated with the Supply Chain Management procedures and MFMA.
- Updating files with current and relevant information pertaining to the administrative activities.
- Retrieving support documentation and records to facilitate and support query resolution.
- Compiling statistical data to provide information to stakeholders pertaining to the various projects.
- Attending to specific sequences to facilitate the archiving and disposal of aged/ obsolete records.
- Registering all labour-intensive Projects in EPWP IRS system, MIG- MIS system, including capturing of work opportunities created, upcoming projects in all EPWP, MIG and all labour-intensive projects.

- Retrieve monthly reports and submits them to the PMU Coordinator, EPWP Regional Manager and Provincial Steering Committee.
- Attending to and making available information to support reports and queries.
- Applying specific sequences associated with initiating and completing electronic back-up of information and/ or referencing sources documentation, reports and/ or instructions using alpha-numeric sequential codes, to facilitate retrieval.
- Updating files with current and relevant information pertaining to the administrative activities and maintaining an appropriate filing system for the safekeeping of records.
- Gathering of background information on various queries for management purposes.
- Capturing and retrieving information for MIG funds, payments and/ or additional fund applications together with PMU officials.
- Communicating with technicians, consultants and other authorities pertaining to Database information.
- Communicating between technical staff and finance section for all works order related queries.
- Communicating with MIG Provincial and National Officials concerning the Projects National Reference Number (s).
- Communicating with Supply Chain Officer for buying/ purchasing of PMU Movable assets & Stationary.
- Reporting all problems encountered to the PMYU Coordinator and complying with specific sequences associated with the Supply Chain Management procedures and MFMA.

All applicants must complete the official Dr Beyers Naude Local Municipal application form which must be accompanied by a detailed curriculum vitae plus certified copies of all qualifications not older than two months and at least two recent testimonials which must reach the Human Resources Officer, (Mrs.H.C.Wessels) at the following addresses: Dr Beyers Naude Local Municipality, P.O. Box 71, Graaff-Reinet, 6280, Email: recruitment@bnlm.gov.za not later than **Friday, 5TH of April 2024**. Late, applications will not be considered. The municipality is committed to the provisions of the Employment Equity Act in its Recruitment/Employment policies. Applicants who have not been contacted within six weeks from the closing date of the advert should consider themselves unsuccessful, applicants should also consider themselves unsuccessful when not contacted six weeks after the interviews. Canvassing of councillors or officials in respect of the position will lead to the disqualification of the applicant. Council reserves the right to fill or not to fill the

DR E.M. RANKWANA
MUNICIPAL MANAGER

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NOTICE NO: 35/2024.