



## ADVERT

The Bushbuckridge Local Municipality which is an equal opportunity and affirmative action employer seeks to appoint suitably qualified person/s for the position of:

Post : Data capture X 1  
Directorate : Technical Services (Human Settlements & Building)  
Remuneration : R186 498.96  
Centre : Head Office

### **Requirements:**

- ❖ Grade 12 and national diploma in public administration
- ❖ Good detailed orientation.
- ❖ Data capturing skills with experience of 1-2 years in administration
- ❖ Systems experience and exposure.
- ❖ Excellent communication skills.
- ❖ Be goal orientated.
- ❖ Services attitude and approach.
- ❖ Computer and knowledge skills

### **Responsibilities:**

- ❖ Completion of this Rigging Equipment Database/New Software System.
- ❖ Ensure that all tasks and Administrative duties are completed to the satisfaction of the project rudiments.
- ❖ Capturing beneficiary application or needs to national human needs register for human settlements project
- ❖ Ensure all data collection system capturing are completed
- ❖ Filling of documents accurately according to pre-defined system
- ❖ Retrieving and copying of documents filed
- ❖ Manage all system related queries
- ❖ Ability to work under pressure when necessary to meet deadlines
- ❖ Performs other related work as required by the supervisor

Application forms indicating the position being applied for, together with a comprehensive Curriculum vitae and certified copies of qualifications should be forwarded to:

The Municipal Manager      OR      Hand delivery to office no 55(Registry)  
Bushbuckridge Local Municipality      R533 Graskop Road  
Private Bag X 9308      Bushbuckridge  
BUSHBUCKRIDGE  
1280

**NB** If you are not contacted within six weeks after the closing date, consider your application as being unsuccessful.

**Closing date : 14 December 2017**

**The municipality reserves the right not to make an appointment.**