

SOUTH AFRICAN BOARD FOR SHERIFFS
DATA CAPTURER (FINANCE & CORPORATE SERVICES DIVISION)

DURATION: PERMANENT

Remuneration: An all-inclusive package of:

R103, 000 per annum (Total Cost to Company)



The Board seeks to appoint a progressive, service-oriented and results-driven individual to effectively provide innovative, cost-effective and value-added data capturing services to the SABFS.

KEY PERFORMANCE AREAS

- Capturing information from hard copy to electronic versions
- Administration of storage, both hard and soft copy versions, and maintenance of equipment
- Database administration

KNOWLEDGE, SKILLS AND ABILITIES

- Proven proficiency in Microsoft suite of packages;
- Ability to manage relationships between and within different operational divisions;
- Proven knowledge of database management;
- Attention to detail;
- Strong computer literacy;
- Ability to work under pressure and under stressful conditions;
- Team Player: Working with others independently to attain both individual and team objectives;
- Effective written communications skills / Good spelling and grammar skills;
- Proficient typing and excellent proof-reading skills;
- Time management skills;
- The ability to juggle multiple projects while meeting deadlines;
- Ability to maintain strict confidentiality.

QUALIFICATIONS & EXPERIENCE

- Matric + 1
- A minimum of 3 years' experience in data capturing

NOTE: Communication will be limited to shortlisted candidates. The preferred candidate(s) might be subjected to a competency assessment, security clearance and qualification verification.

APPLICATION WITHOUT COPIES OF QUALIFICATIONS WILL NOT BE CONSIDERED.

APPLICATION PROCESS

- ❖ A Curriculum Vitae and certified copies of qualifications should be submitted to jobs@sheriffs.org.za
- ❖ Closing date for all applications – **(21 July 2019)**
- ❖ Full job description from the website from <http://www.sheriffs.org.za/vacancies>.