



The IDT is a Schedule 2 Public Entity, established as a development management agency. Its primary role is to influence, support and add value to the national agenda. The IDT is mandated to measurably impact on the eradication of poverty and to improve the quality of life of poor, rural and marginalised communities. To assist us in achieving this, we wish to appoint dynamic individuals in the following positions:

POST	: Junior Data Capture Administrators x 40
JOB LEVEL	: BL
REGION	:VARIOUS REGIONS
LOCATION	:EASTERN CAPE x 5 FREE STATE x 3 GAUTENG x 8 KWAZULU NATAL x 5 LIMPOPO x 5 MPUMALANGA x 4 NORTHERN CAPE x 3 NORTH WEST x 4 WESTERN CAPE 3
DURATION	: Contract Ending 31 May 2024
PORTFOLIO	: PMSU (EPWP Programme)
PURPOSE	:To provide data capturing services to the programme by capturing all the required key data timeously and accurately; for reporting research and collecting data. Trace exited EPWP participants including other basic administrative activities.
REPORTING	: <i>Social Facilitation Practitioner</i>
REQUIREMENTS	:Minimum of a Matric Certificate or equivalent. Computer literacy will be an added advantage. Competencies: Proficient in English. Skills: Analytical Skills, Interpersonal Skills, Communication Skills, Organising Skill.

DUTIES :Provide Data Capturing activities, Assist with completeness of Data, Ensure Office Administration and Ensure Document control.

Enquiries : **HR Consultants, Tel:** (012) 845 2000

The Independent Development Trust is an equal opportunity and affirmative action employer. Preference will be given to candidates whose appointment will enhance the gender and racial representivity of the organisation, in accordance with its equity plan.

Applications must be accompanied by an up-to-date curriculum vitae (including two contactable referees) as well as recently certified copies of all qualifications and the applicant's identity document.

To apply for these positions, forward all CVs to:

EASTERN CAPE - jobs5@idt.org.za

FREE STATE - jobs6@idt.org.za

GAUTENG - jobs7@idt.org.za

KWAZULU NATAL - jobs8@idt.org.za

LIMPOPO - jobs9@idt.org.za

MPUMALANGA - jobs10@idt.org.za

NORTHERN CAPE - jobs11@idt.org.za

NORTH WEST - jobs12@idt.org.za

WESTERN CAPE - jobs13@idt.org.za.

Any questions about the application process may be directed to (012) 845 2000.

Note: Confirmation of appointment will be subject to the applicant undergoing verifications checks and confirmation of the applicant's qualifications. It is the responsibility of applicants to have any foreign qualifications verified by the South African Qualifications Authority. The IDT will respond only to shortlisted candidates, who will be interviewed on a date and at a time specified by the IDT. The IDT reserves the right not to appoint anyone to the above post, and to withdraw them, readvertise them or fill them by way of transfer or deployment if this is considered in the interests of service delivery.

The closing date is 23 August 2019.