



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 : Senior Data Capture Administrators x3

JOB LEVEL : CL

REGION : NATIONAL OFFICE

LOCATION : PRETORIA

DURATION : Contract Ending 31 May 2024

PORTFOLIO : PMSU (EPWP Programme)

PURPOSE :To manage data capturing ensuring timeous and accuracy of data; data collection from public bodies and the participants tracking programme within the Programme.

REPORTING : EPWP Programme Manager

REQUIREMENTS :Minimum of a National Diploma in Administration / Information Management Systems, Computer literacy, 3 years' experience in an accounting / administration environment of which at least 1 year must have been at supervisory or management level, Project administration experience and interacting with clients and beneficiaries. **Competencies:** Basic understanding of community development, Working knowledge of project management, Data Capturing Techniques, Documents and File Management, Project Administration and Information Management Systems. **Skills:** People management, Computer Skills, Office Management, Relationship Management, Report-writing, Administrative Skills, Analytical Skills, Computer Skills, Interpersonal Skills, Communication Skills, Data Base Management Skills, Typing Skills and Organising Skills.

DUTIES :Manage data capturing processes, Data management and analysis, Control the maintenance of data, Communication and Reporting and Conduct EPWP Participants tracking

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 this position, forward all CVs to jobs2@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.