



**higher education
& training**

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA



**BUFFALO CITY
TVET COLLEGE**

**Data Capturer
St Marks Campus
Reference BCCST/001**

Salary level 4(Starting salary notch R147 459 p.a with 37 % in lieu of benefits)

(College Council 3 months fixed term contract)

Forward your application to email address:bccdata@bcccollege.co.za

REQUIREMENTS

Matric or NCV Level 4 with a recognised degree/diploma Office Management, Secretarial Management Assistant ;Solid Secretarial skills, ability to prioritise and co-ordinate work; Knowledge of data capturing; Knowledge of computer literacy ;Knowledge and understanding of Information Management ;Knowledge, understanding, application and interpretation of office management, COLTECH, data warehouse and IT prescripts ;Knowledge of Skills Development Act, Public Service Regulations and Public Service Act, Labour Relations Act

KEY PERFORMANCE AREAS

Capture data from available records into the required formats e.g. system(s), databases, table and spreadsheet; Capture student registration, receipt of payment and issue student numbers; Capture ICES, ISAT and final marks; Capture enrolment forms during the registration period; Capture marks on the system and submit to EMIS Officer; Capture student's absentees on the system; Verify query missing data and errors observed during data entry ;Ensure the integrity of data capture; Courier external papers to DHET; Review and validate all data from the records; Complete mark sheets hard copies and make copies to be used as attendance register in the exam venue; Receive marks from HODs; Receive mark sheets and timetable from DHET; Update registers and statistics; Submit data; Submit mark sheets to lectures in the marking venue (internal marking);Issue proof of registration, student card, statement of results and certificates; Make regular backups of data ;Maintain and update system records; Keep and maintain records and files; Ensure records and files are properly sorted and secured; File student records alphabetically for each registration period; Provide information to components; Email schedule of results to campus heads, HODs and senior lecturers ;Retrieve the results and disseminate information accordingly.

SKILLS AND COMPETENCIES

Administrative; Planning and organizing; Financial management; Report writing; Communication and interpersonal; Problem solving; Computer literacy; Analytical; Client oriented; Project management; Team leadership; People management; Client service focus ;Integrity ;Committed; Proactive ;Loyal; Ethics.

ALL PERMANENT EMPLOYEES WILL BE SUBJECTED TO A YEAR'S PROBATION PERIOD AND FIXED TERM EMPLOYEES TO SIX MONTHS.

CLOSING DATE: 27 May 2022 at 15:00

Please ensure that you take note of the disclaimer under each advert pertaining to the sending of applications during the various lockdown levels. Ensure that you use the correct email address as set in each advert. Applications sent to incorrect email addresses will regrettably not be considered

Candidates who are suitably qualified for the above positions should submit an official application form (Z83 for support staff and EDP01 for educators), a comprehensive CV and certified copies of the following: All relevant Qualifications must include transcripts of subjects passed, a Driver's license and ID. Applicants must also provide , together with the work contact details, including e-mail addresses of at least three work-related references; failure to submit the required documents mentioned above or late submission your application will not be considered.

For enquiries: Ms N Mhlola-Miza on 043 704 9275.

Application forms and the full advert are available on our website, www.bccollege.co.za.

The college reserves the right to verify any information received in applications. Selected candidates will be subjected to a vetting process and personnel suitability check in terms of minimum information security standards. Short-listed candidates will be invited for an interview and may be subjected to a competency assessment as part of the selection process. Submission of fraudulent documentation and canvassing of Council members or College staff will immediately disqualify the candidate. If you have not been contacted within 4 weeks please consider your application as unsuccessful.

Preference will be given, but not limited to, to candidates from designated groups in terms of the Employment Equity Act and the College's Employment Equity Plan. The college reserves the right not to appoint/fill this position.