

## Data Capturer

Applications are invited from suitably qualified candidates for the permanent position of Data Capturer.

The closing date for applications is **Monday, 14 March 2016**.

Please submit your application to the Human Resources Department ([careers@sarugby.co.za](mailto:careers@sarugby.co.za)). Your application should be accompanied by your CV.

Preference will be given to EE Candidates for this position.

### Job description

<b>1. Job Particulars:</b>	
<b>Job Title:</b> Data Capturer	<b>Department:</b> Rugby and Development
<b>Direct Reports:</b> Manager Coaching Education	<b>Travel Required:</b> Yes
<b>Reports to:</b> Coaching Education	<b>Job Grade:</b> B3
<b>2. Purpose of Job:</b>	
To provide accurate information, statistics and coaching course records in consultation with the 14 provincial unions, World Rugby, SRSA and SASCOC.	
<b>3. Key Results/ Accountabilities expected from job</b>	
<ul style="list-style-type: none"><li>• Capturing of data into the World Rugby, CATHSSETA, SRSA, SASCOC &amp; SARU databases;</li><li>• Ensuring data is submitted correctly and timeously (liaising with 14 Provincial unions);</li><li>• Obtaining, sourcing and referencing course information by liaising with relevant stakeholders;</li><li>• Close working relationships are maintained with the provincial unions, team management and various internal stakeholders;</li><li>• Handling of provincial union and public queries;</li><li>• Issuance of certification for courses completed.</li></ul>	
<b>4. Experience &amp; Expertise (Typical educational qualifications &amp; experience)</b>	
<ul style="list-style-type: none"><li><b>a. Educational background</b><ul style="list-style-type: none"><li>• Grade 12</li><li>• Sports qualification an advantage</li></ul></li><li><b>b. Experience (years and nature)</b><ul style="list-style-type: none"><li>• 1 -2 years knowledge of data capturing duties on Excel/related databases– essential</li><li>• 2 - 3 years training and development experience – desirable</li></ul></li></ul>	
<b>5. Critical Competencies and Skills</b>	

- Computer literacy (Excel – intermediate )
- Analytical skills
- Problem solving
- Partnership and Teamwork
- Interpersonal skills
- Planning and organising
- Communication Skills
- Accuracy
- Written skills

**Human Resources Department**