






a world class African city

@CityofJoburgZA 

@CityofJohannesburg 

CityofJoburg 

AN EXCITING CAREER OPPORTUNITY OFFERED BY THE CITY OF JOBURG:

FIXED-TERM PERFORMANCE BASED CONTRACT
(linked to Political Term of Office)

Data Capturer

APPLICATION REQUIREMENTS


- Complete the online job application form and attach all relevant and updated documents (Certified Qualification/s/Certificates, ID, and CV).
- Applicants should take note that they can be required to provide proof of original documents during the selection process.
- You will be requested to provide a brief description of your work experience relating to the vacancy.
- Applicants with membership to professional bodies need to provide a membership number and expiry date.
- If you are an internal applicant, your employee number will be required.
- Applicants are advised to use Google Chrome when applying for CoJ positions.


DISCLAIMER

- The City of Johannesburg is currently recruiting and will not demand payment in any form for any job placement. All vacancies are advertised in newspapers and on the CoJ website.
- The City of Johannesburg applies the principles of employment equity as per the National legislation and policy guidelines and will consider designated groups in line with these requirements. We are an equal-opportunity employer.
- By submitting your application for a position at the City of Johannesburg, you are consenting that the personal information submitted as part of your application may be used for the purposes of the Recruitment and Selection and related process.
- However, registering your CV and/or receipt and acknowledgment of any kind shall not be an indication that your application will be successful and/or lead to employment.
- The City of Johannesburg shall not be liable for any damage, loss, or liability of whatsoever nature arising from your use of the job opportunity section of this website.
- The City of Johannesburg reserves the right not to make an appointment.
- Any misrepresentation or failure to disclose material information on the application form or CV will automatically disqualify your application.



a world class African city

@CityofJoburgZA 

@CityofJohannesburg 

CityofJoburg 

DATA CAPTURER

<u>Department:</u>	Office of the Executive Mayor
<u>Branch:</u>	Leader of Executive Business (LOEB)
<u>Designation:</u>	Data Capturer
<u>Remuneration:</u>	R324 167.88 pa all-inclusive cost to company
<u>Location:</u>	Metropolitan Centre, 158 Civic Boulevard, Braamfontein

Minimum Requirements:

- Matric Certificate/ Grade 12;
- 1 – 2 years relevant experience in administration;
- Good interpersonal, communication, verbal and written skills required; and
- Intermediate Computer literacy – Office applications.

Primary Function:

Capture information received from the Cluster, Mayoral Committee, Section 79, Programming Committee and council on the various systems used within the City of Johannesburg.

Key Performance Areas:

- Capturing information on the various systems used within the city of Johannesburg;
- Capturing MMC's Regional Tours issues and following up on all the issues that require LOEB attention;
- Complying with the minimum capturing requirements as laid down by Management.

Leading Competencies:

- Attention to detail;
- Manage Strict deadlines.


Core Competencies:


- Work overtime and flexi-time when required, ensure assurance.


“All suitably qualified candidates are encouraged to apply and will be considered. The City of Johannesburg applies the principles of employment equity as per National legislation and policy guidelines and will consider designated groups in line with these requirements. Preference will be given to previously disadvantaged groups, including those with disabilities. Appointments will be made in accordance with the approved Employment Equity Plan to promote its equitable representation in terms of race, gender and disability



a world class African city

@CityofJoburgZA 

@CityofJohannesburg 

CityofJoburg 

Please take note that only online applications will be considered. Please apply by using the following link below:

<https://share.hsforms.com/1-LCC0gfUTD-AtzoJ2E2-yA469tI>

APPLY ONLINE VIA: www.joburg.org.za

ENQUIRIES ONLY:

Contact Person: Nikiwe Sithole

Tel No: 011 407 7644

CLOSING DATE: THURSDAY, 26 FEBRUARY 2026

Applicants are respectfully informed that, if no notification of appointment/response is received within six (6) weeks of the closing date, they must accept that their application was unsuccessful. By submitting your application for a position at the City of Johannesburg, you are consenting that the personal information submitted as part of your application may be used for the purposes of the Recruitment and Selection and related process. In terms of the Talent Acquisition Policy of the City of Johannesburg, you hereby consent to the following risk checks should your application be shortlisted:

- Credit Record,
- CV validation and
- Employment record verification,
- Criminal check, and
- Identity validation.