



TIANGMAATLA MULTIPURPOSE CENTER
UNITY IS THE POWER
P.O. BOX 4801 SOLOMONDALE 0964
ENQ: MATSI M.M
TEL: O/H 015 590 2376
Email: tiangmaatlatmc@gmail.com
NPO NO: 034-221/ PBO 930024959

Vacancy

Job Title: Data Capturer

Location: Sebayeng

Employment Type: Contract

Closing Date: 12 January 2026 12h00

About the Role

We are seeking a detail-oriented and highly organized **Data Capturer** with experience to join our team. The successful candidate will play a critical role in ensuring accurate data entry, management, and integrity to support evidence-based decision-making and program improvement.

Key Responsibilities

- Accurately capture and maintain program data in designated databases and systems.
- Verify and clean data to ensure completeness, accuracy, and consistency.
- Support MERL team in data collection, validation, and reporting processes.
- Assist in generating routine data reports and summaries for internal and external stakeholders.
- Ensure compliance with data protection and confidentiality standards.
- Collaborate with field teams to resolve data discrepancies and improve data quality.

Qualifications & Experience

- Minimum a Grade 12/Matric certificate
- Minimum **1 years of experience** in data capturing
- Proficiency in **MS Excel, Word and PowerPoint, internet and email**
- Strong attention to detail and ability to work under pressure to meet deadlines.
- Excellent communication and organizational skills.

Added Advantage

- Experience with **MS Office packages**
- Knowledge of **data quality assurance processes**.
- Understanding of **program monitoring and evaluation principles**

TIANGMAATLA MULTIPURPOSE CENTRE
4005 SEBAYENG VILLAGE
BOX 4801 SOLOMONDALE 0964
CONTACT: 015 590 2376
MOBILE: 073 953 8642

How to Apply

*Please submit your CV and qualifications to tiangmaatlatmc@gmail.com subject line:
Data Capture OR hand-deliver to Tiangmaatla Multipurpose Centre, 4005 Sebayeng
Village Office.*

Deadline: 12 January 2026

Enquiry K Mothapo
015 590 2376 / 079 778 6393 / 073 953 8642

