



**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**

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**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**

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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](mailto: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

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