



Mbuyelo Group (Pty) Ltd

ROLE PROFILE: Data Capture			
GROUP FUNCTION / BUSINESS UNIT	Mbuyelo Group	DATE	13 March 2023
OPERATION	Mbuyelo Mining Contractors	JOB LEVEL	B1
LOCATION	Carolina	JOB REF No:	MMC101
DISCIPLINE	Production		
REPORTING STRUCTURE			
REPORTS TO (TITLE)	Junior Site Manager		
ROLE SUMMARY (PURPOSE)			
To assist in administration in accordance with the Mine standards and legal requirements.			
KEY WORK OUTPUTS AND ACCOUNTABILITIES			
<ul style="list-style-type: none">• Capturing of data: Data capturing for the daily and other reports• Keep track of received data and source documents• Prepares and sorts source documents and identifies and interprets data to be entered.• Makes necessary corrections to information entered• Compiles, sorts and verify accuracy of data to be entered.• Keeps records of work completed• Reviews error reports and enters corrections into the computer• Organizing data for presentation and reports• Sound knowledge of administration process• Adhere to all MHS&A & Regulation related to your occupation			
REQUIREMENTS			
QUALIFICATIONS/ EXPERIENCE/ KNOWLEDGE	<ul style="list-style-type: none">• Grade 12• Computer Literacy• Medically fit• Admin experience in a mining environment• 2 years minimum		
COMPETENCIES	<ul style="list-style-type: none">• Think analytically, systematically and laterally• Excellent written and verbal communication skills Internal Candidates wishing to apply for this opportunity must inform their supervisors upon applying		
ADDITIONAL INFORMATION	<ul style="list-style-type: none">• Mbuyelo Mining Contractors shall apply the Employment Equity principles as set out in Company's Employment Equity Policy• Incomplete CV's and/or applications will not be considered.• If you do not hear from the Company within 21 days after the closing of the advert, please consider your application to be unsuccessful.• Internal Candidate's that wish to apply for this opportunity must inform their supervisors upon applying		
CLOSING DATE:	<ul style="list-style-type: none">• The closing date for applications: 24 March 2023		
CONTACT DETAILS:	<ul style="list-style-type: none">• e-mail applications, with reference number to: hr.mmc@mbuyelo.com		