



Physical Address:
The Nalibali Trust
Unit G06, WBHO House
9 Logan Way
Pinelands
Cape Town, 7430

Postal Address:
Box 36397
Glosderry
7702

Data Capturer– Cape Town / Gauteng In partnership with the Social Employment Fund (SEF)

Nalibali (isiXhosa for “here’s the story”) is a national reading-for-enjoyment campaign. It seeks to spark and embed a culture of reading across South Africa, so that reading, writing, and sharing stories – in all South African languages – is part of everyday life.

Job Overview: Nalibali seeks 2x Full-time Data Capturers to manage data from the Social Employment Fund.

Key Responsibilities:

Data Collection	- Assist in the development of data collection tools - Distribute tools and offer user support, if required - Liaise with field staff to ensure regular collection and submission of data - Capture data electronically from paper forms in Excel - Provide field staff with weekly feedback on data collected - Liaise with field staff to check that reported and cleaned data is correct
Data Quality and Verification	- Review and verify source documents before data entries - Identify and correct data errors and inconsistencies. - Assist in conducting data cleaning exercises and routine quality checks.
Data Import	- Convert data to a CSV file and upload to Salesforce (training will be given) - Trouble shoot import problems and correct errors. - Maintain system logs of data entries and updates for tracking purposes
Coordination and Stakeholder Support	- Provide support to M&E Officers during field visits, surveys, or data verification activities. - Liaise with Team Leaders and field staff to obtain missing or incomplete data - Participate in M&E team meetings and contribute to discussions on improving data flow - Resolve data-related queries from Team Leaders and Provincial Administrators
Salesforce/SurveyCTO	- Capture, upload, and verify data using Salesforce/SurveyCTO tools with accuracy. - Maintain user compliance with data collection tools by supporting Team Leaders where necessary. - Stay updated on new features, updates, and best practices for Salesforce/SurveyCTO use.
Reporting	- Generate weekly and monthly data summaries and submit to the M&E Officer - Assist in preparing presentations, dashboards, or visualisations of data as required. - Generate charts and graphs in excel - Utilize pivot tables in excel - Use formulas and shortcuts in excel

Contact us in any of these ways:

Tel: +27 (21) 448 6000 **Email:** info@nalibali.org

www.nalibali.org

www.nalibali.mobi

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Qualifications/Experience/Knowledge/Skills required:

- Diploma in Information Technology, Office Administration, Data Management or any relevant tertiary qualification
- Minimum 1 -2 years' Data Capturing experience
- Strong analytic skills and attention to detail
- Intermediate Excel capabilities
- A team player with well-developed interpersonal and communication skills
- Able to work proactively and solve problems independently good time-management skills
- Ability to multi-task in a fast-paced environment
- Competent using Google Docs, Microsoft Office 365 Suite of products (e.g. Forms, Planner, Flow)

Criteria:

- Must be unemployed and available immediately
- Must not be participating in any other government employment scheme, e.g. EPWP or CWP
- Between the ages of 18 -60
- Must be based in Cape Town or Gauteng

Should you meet the above requirements and criteria, please email your motivational letter and CV to work@nalibali.org with your name and surname, position title on the subject line, (e.g. Thandi Nkosi, Data Capturer)

Closing date: 7 November 2025

Feedback will be provided to shortlisted candidates only.

For further information please have a look at our website www.nalibali.org.

Please note: By applying for this role and supplying the necessary details, you hereby grant us permission to apply for the necessary background and criminal checks. This will be done in a confidential manner, and solely for the purposes of verification.

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