

## Job Specifications: Data-Capture Analyst

### ***Job Description:***

- The analysis and capturing of media information according to a set of criteria, into a database.
- ***The majority of time spent involves capturing data into the database front-end.***

### ***Minimum Requirements:***

- Academic requirements: Bachelors Degree in Communication Science, Political Science, Journalism or equivalent work experience.

### ***Technical requirements:***

- Full computer literacy with excellent knowledge of MS Office, as well as good numeric proficiency.  
***This will be tested during the interview.***

### ***Language requirements:***

- **Mandatory:** Applicants **MUST** be ***fluent*** in both English **AND** Afrikaans, with the ability to comprehend, read and understand both languages. ***This will be tested during the interview.***
- **Advantageous:** Fluency in any additional South African languages (ie Zulu, SiSwati, Ndebele, Venda, Tsonga).

### ***Other requirements:***

- Good knowledge of the corporate environment as well as current affairs.
- ***Personality:***
  - Hard working, loyal, trustworthy and dependable
- ***Training:***
  - Training will be for a period of four weeks from 09h00-16h00 and will commence in early August 2011.

### ***Important:***

- The **closing date** for applications is **22<sup>nd</sup> July 2011**. Applications received after this date will **NOT** be considered.
- **NO** telephonic correspondence will be entered into.
- **NO** faxes will be accepted.
- **ONLY short-listed** applicants will be contacted for interviews, should you **not** hear from us by **31<sup>st</sup> July 2011**, your application has **not** been successful.
- There is a **FOUR WEEK TRAINING** period for which there is a **travel re-imbusement of R 1,200.00** for the duration of the training – paid at the end of the four week period.
- The **training has to be passed** in order for the applicant to be considered for the position of Junior Media Analyst; however the training is **NOT** a guarantee of employment.
- The position is **NOT** an internship or learnership program.

### ***Details:***

- **Remuneration:** R2,000 pm for the first three months (following training), thereafter R5,000pm for the following three months. In addition to this, the salary and conditions will be discussed with shortlisted candidates.
- **Location:** Ashlea Gardens (Pretoria)

### ***To apply:***

- Download the application form from [www.mediatenor.co.za/employment/mediaanalyst.doc](http://www.mediatenor.co.za/employment/mediaanalyst.doc) (in Word format).
- Once the form has been completed, save it and email it to: [employment@mediatenor.co.za](mailto:employment@mediatenor.co.za)