

INTERNAL VACANCY

REF NO : FORENSIC DATA ADMINISTRATOR
DIVISION : SPECIALISED SERVICES
POSITION : FORENSIC DATA ADMINISTRATOR
CLOSING DATE : 20 AUGUST 2025

An Internal Vacancy exists for a **Forensic Data Administrator** in the **Information Analysis - Specialised Services Division** at **Head Office**

The suitable candidate's main responsibilities and duties include, but are not limited to, the following:

- ✦ Capturing and updating of Crime information on databases.
- ✦ Compile and distribute crime reports and statistics.
- ✦ Assist and support Investigators/ Managers and clients with crime information.
- ✦ Feedback on request and queries within reasonable time.
- ✦ General office/administration duties.
- ✦ Training and Mentoring of Junior forensic data administrators into data capturing duties.

Preferred qualifications/attributes/skills:

- ✦ Grade 12 or equivalent qualification.
- ✦ Minimum two years' experience in data capturing.
- ✦ Advanced typing skills.
- ✦ Experience in dealing with crime information, will be advantageous.
- ✦ Experience/training in Online Risk Manager, CiiMS Pro/Analyst Notebook will be advantageous.
- ✦ MS Office proficiency (Intermediate) and working knowledge.
- ✦ Attention to detail.
- ✦ Excellent written, verbal communication skills (fully bilingual).
- ✦ Dependable, work independently, meticulous and precise (number accuracy is imperative).
- ✦ Ability to work under pressure and meet targets.
- ✦ Well versed in observing and assessing crime information (analytical thinking).
- ✦ Leadership and Management skill (Emotional Intelligence, Adaptability, Resilience and problem-solving skills).
- ✦ Report writing and presentation skills.
- ✦ Required to travel and work overtime from time to time.
- ✦ Clean disciplinary, criminal and credit record.
- ✦ Candidates will undergo polygraph and background checks.
- ✦ Pass Assessment Tests relevant to:
 - Attention to detail;
 - General Data Entry (UK);
 - General Aptitude;
 - Advanced copy typing;
 - Understanding Instructions
- ✦ Own transport.

Interested candidates to e-mail CV and Internal Application Forms to Internalcv@proteacoin.co.za

Employment consideration will be in accordance with the Employment Equity Act requirements

Should you not hear from us within 14 days after closing date, your application should be considered unsuccessful

CEO: C Diavastos
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