

Administrator/Data Capturer

Full time

Western Cape

St John – South Africa, an international non-profit organisation specialising in first aid, eye care, youth development and community health training, is seeking to employ an Administrator. The successful candidate will be responsible for maintaining instructor/assessor/moderator database with date of expiry and when monitoring/registering is due and monitors the QCTO LMI system updates. Captures and maintains all required information for course bookings on Unity and uploads learners on QCTO system.

Key Performance Requirements:

- Knowledge of Health and Safety, First aid compliance requirements would be beneficial.
- The incumbent will spot check for evidence that instructors are including the Brigade Volunteer sign up clip as part of their introduction at every single class
- Maintains instructor/assessor/moderator database with date of expiry and when monitoring/registering is due and monitors the QCTO LMI system updates.
- Captures and maintains course bookings with all required information including demographic details of learners for First Aid, OHS and homecare courses on Unity daily.
- Ensures original signed registers are provided to the client should the client request this.
- Performs reception, office admin and other duties as required.

Skills and Competencies:

Fluency in English (Read, Write and Verbal Communication)

Good Communication skills

Strong teamwork and relationship with key stakeholders

Highly flexible and ability to work in a demanding environment

Problem solving capabilities

Sales competencies

Qualifications and Experience:

Matric

Minimum of 1 years' relevant experience.

Computer Literacy in key MS systems and Unity

Proficient in Word and Excel

All interested persons who meet the key requirements may submit application.

All applicants must submit their CV and certified copies of formal qualifications.

careers@stjohn.org.za no later than 20 February 2026.

No late applications will be entertained after the closing date.

If you are not contacted within 30 days of your application, please consider your application unsuccessful.



St John

Here for Good