



Southern African Catholic Bishops' Conference

Data Capturer

- Contract, 12 months renewable
- Salary negotiable

About the Position

SACBC AIDS Office seeks to appoint a diligent and experienced Data Capturer in Pretoria. The successful incumbent will be responsible for data capturing of HIV/TB/STI Screening forms and become an integral part of the project team.

A grade 12 certificate, computer literacy and good communication skills are required for this position.

REQUIREMENTS:

- A Grade 12 Certificate (Matric)
- A Basic Routine Health Information System for Data Capturers Certificate (BRHISDCC) would be an advantage
- Knowledge of and experience in data recording and filing systems
- Computer skills in MS Outlook; MS Word and MS Excel
- Strong interpersonal and communication (verbal and written) skills
- An accurate, alert, attentive, orderly and diligent thinker and worker, preferably residing in Gauteng (the post is in Pretoria).

DUTIES:

- Ensure screening tools and other files are always properly kept and secured
- Reconcile electronic records with source data
- Ensure ongoing data capture of screening forms into the database within agreed time frames with a high standard of accuracy
- Identify, resolve or query missing data and data quality issues observed during data entry, electronic checks or manual reviews and report to the M&E Officer
- Communicate and distribute data to the Professional Nurses and spoilt screening forms in accordance with the M&E SOPs
- Presentation of data at team meetings
- Liaise with the M&E Officers and M&E Manager.

ENQUIRIES: Tel. (012) 323 6458.

Applications to be submitted via email to tchikoto@sacbc.org.za or fax: 0867296500

Closing Date: 08 February 2018 (Applications received after the closing date will not be considered)