

VACANCY

Job title:	Data Capturer (Capacity Development) – WRHI – CDC
Type:	Permanent <input checked="" type="checkbox"/> Fixed Term <input type="checkbox"/> Temporary <input type="checkbox"/>
Main purpose of the job:	To capture data accurately and timeously into a computerized database for relevant APACE division.
Location:	Ekurhuleni
Closing date:	15 October 2021
<p>In accordance with our Employment Equity goals and plan, preference will be given to suitable applicants from designated groups as defined in the Employment Equity Act 55 of 1998 and subsequent amendments thereto. Our Organisation maintains a Mandatory COVID-19 requirement and as such only COVID-19 Vaccinated incumbents will be considered for positions.</p>	

Key performance areas

- Receive training registration forms for data capturing on skills smart and training database.
- Receive training attendance registers for data capturing on skills smart and training database.
- Receive training assessments forms (pre & post) for data capturing on skills smart and training database.
- Receive training evaluation forms for data capturing on training database
- Collate training baseline assessments, audits and other related activities
- Identify missing data, inconsistencies and errors and follow-up or report on missing data or errors.
- Compare data entered with source documents and make necessary corrections to information entered.
- Communicate with trainers, facilitators, mentors to update missing information on training source documents
- Perform data cleaning.
- Perform regular data backup.
- File training source documents according to protocol.
- Maintain and update skills smart and the data base.
- Maintain an effective and efficient filing system.
- Distribute data and reports to relevant team members.
- Provide administrative support i.e. copying, faxing, filing, archiving etc.
- Perform other training support duties
- Take ownership and accountability for tasks and demonstrates effective self-management.
- Follow through to ensure that quality and productivity standards of own work are consistently and accurately maintained.
- Maintain a positive attitude and respond openly to feedback.
- Take ownership for driving own career development.

Required minimum education and training

- Grade 12 with basic computer and typing skills are essential.

Desirable additional education, work experience and personal abilities

- Experience in Tier. Net, DHIS and ETR.Net systems.
- Certification in good clinical practice and experience in a research environment will be an advantage.
- Thorough with good attention to detail.
- Ordered and systematic with strict compliance to protocols.
- Good administrative skills are required together with working knowledge of Microsoft Office and database packages.

- Able to work to deadlines.
- Demonstrated data capturing speed and accuracy.
- Confidentiality, tact and discretion must be maintained at all times.
- Good communication skills.
- Self-motivated and able to work as part of a multidisciplinary team.

Required minimum work experience

- Minimum 1 year experience in data capturing or administration.

Demands of the job

- Accuracy and ability to meet deadlines.

Communications and relationships

- Communicate effectively with management, clinicians and other team members as well as with donors' Data Management team members.

Should you be interested in applying for this vacancy, please apply via the link on the career page. Please include the following documentation:

- ID/Passport, Qualification, CV and Vaccination card.