Advert reference number: CW007

Data Capturer – Key Populations Programme

Main purpose of the job

To capture Key Populations program data accurately and timeously into a computerized database and routinely report on site performance.

Location

Cape Town X 1

Key performance areas

- Receive outreach, client services forms, primary health forms, ART and PrEP forms from peer educators and clinicians for data capturing.
- Identify missing data, inconsistencies and errors and follow-up or report on missing data or errors.
- Capture confidential information.
- Compare data entered with source documents and make necessary corrections to information entered.
- Perform data cleaning and regular data back-ups.
- File participant documents according to protocol.
- Maintain and update participant files.
- Maintain an effective and efficient filing system.
- Submit routine reports summarizing programmatic indicators.
- Distribute data and reports to relevant team members.
- Provide administrative support i.e. copying, faxing, filing, archiving etc.
- 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.
- Assist the project coordinator with the data verification process and reporting.
- Support the Project coordinator on the quality improvement process.
- Maintain a positive attitude and respond openly to feedback.
- Take ownership for driving own career development.

- Serve as back-up to the project administrator/reception manager.

Required minimum education and training

- Grade 12.
- Computer and typing skills are essential.
- Data capturing experience is necessary and insight will be advantageous.

Required minimum work experience

- Minimum 1 year's experience in data capturing and administration.

Desirable additional education, work experience and personal abilities

- Experience with Tier.Net, National PrEP Register, and/or REDCap will be advantageous.
- Knowledge of PEPFAR programme indicators will be advantageous.
- Knowledge and experience in key populations (sex workers, MSM, transgender people, PWID, incarcerated populations) is desired.
- 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.

Should you be interested in applying for this vacancy, please submit (1.) a cover letter (maximum one page) that clearly states which vacancy you are applying for and (2.) a detailed CV to: **Carol Willemse** at **Vacancy2@wrhi.ac.za Subject Heading of email must read: Advert reference number: CW007 – 2020, Job Title and location of position applied for.**

Those applicants that do not adhere to the above will not be considered for the respective position applied for.

The closing date for all applications is 16 March 2020.