

Position: **Senior Data Capturer**



1. **Key aspects of the position**

- Location: Zithulele Hospital, Mqanduli (KSD) sub district, OR Tambo, Eastern Cape
- Programme: HIV-TB Programme
- Remuneration: R140,208 p.a.
- Job Type: 1 year contract, with possibility for extension subject to performance and funding
- Job Code: DWF203
- Reporting to: HIV-TB Programme Manager
- Start Date: 1st March 2011, or earlier if suitable
- Summary: The Foundation is looking for a highly motivated Senior Data Capturer with a desire to provide high quality data support to the integrated HIV-TB Programme.

2. **Programme Background**

- The HIV-TB Programme is being delivered in partnership between the Department of Health (DOH) and the Donald Woods Foundation, throughout the Mqanduli (KSD) sub district region of OR Tambo District.
- The programme exists to ensure that the HIV-TB Programme is decentralised to all PHCs and CHCs in the district, to ensure maximum coverage and support to HIV+ clients in the district

3. **Essential Requirements**

- Strong isiXhosa and English.
- Good experience of verbal and written reporting in English.
- A proven track record of a minimum of 1 year of data capturing experience.
- Willingness to travel remotely to outlying clinics in region.
- Ability to work to set targets.
- Grade 12 (Standard 10/matric) and a relevant tertiary diploma or equivalent.
- Mathematical and analytical ability.
- Ability to multi-task and prioritise.
- Strong personal and work ethics, with an ability to maintain confidentiality.
- Excellent electronic data recording skills and computer skills (including extensive knowledge of Microsoft Word, Excel, PowerPoint, Publisher and Access).

4. **Roles and Responsibilities**

- Co-ordinate the management of the HIV-TB data both at Zithulele hospital, 9 peripheral Primary Healthcare Clinics and 1 Community Healthcare Centre.
- Implement and manage paper based tools used for HIV-TB data collection.
- Assist with designing paper and electronic data capturing templates when necessary.
- Organise and sort unprocessed data capturing documentation for processing.
- Capture all HIV-TB Programme information (including but not limited to: demographic information, blood results, treatment visits, adherence visits, ARV regimens, down referrals to clinics, information relating to pregnancy, TB treatment, pharmacy records, HCT records).

- Assist all staff, including volunteers, with forms required for data collection.
- Manage the electronic patient database including maintaining backups.
- Assist with filing of all paper records and ensure proper safekeeping of confidential information.
- Assist with monitoring and evaluation requirements of Programme funders.
- Generate reports from the database as required and deal with queries relating to data captured.
- Check for accuracy, validate statistical data, and amend where necessary.
- Collect and analyse HIV-TB programme statistics for Eastern Cape Department of Health and the Donald Woods Foundation, in partnership with Programme Manager.
- Keep data capturing equipment in good working order and report defects.

5. How to Apply

- If you wish to apply, submit a letter detailing your relevant experience and skills (one page maximum) and a CV. Email applications to zithulelejobs@donaldwoods.org quoting the reference DWF203 in the subject. **Applications must arrive no later than 12h00 on Monday 24 January 2011.**
- To save on administration costs, only candidates progressing to interview stage will be contacted.
- Interviews will be conducted during the week commencing 24 January 2011.