



Position: Senior Data Capturer

1. Key aspects of the position

Location	Cloete Joubert Hospital, Barkly East, Senqu municipality area, Eastern Cape
Programme	HIV-TB Programme
Remuneration	R141,000 per annum
Job reference	DWF303
Application Status	Open. Advert closes 21 March 2011
Summary	The Foundation is looking for a highly motivated Senior Data Capturer who can provide high quality data support to the integrated HIV-TB Programme.

2. Programme Background

- The HCT programme is being delivered in partnership between the Department of Health (DoH) and the Donald Woods Foundation.
- The integrated programme is centred at Cloete Joubert Hospital in Barkly East and covers Lady Grey Hospital and Cloete Joubert Hospital, Robert Mjobo clinic (in Lady Grey), Rhodes Clinic, Barkly East clinic.
- The programme area also includes 16 fixed outreach farm points, covering over 700 farms, the majority of the outlining area, to ensure maximum coverage and support to HIV+ clients in the district.

3. Essential Requirements

- Strong isiXhosa and English. Afrikaans is an added advantage.
- Good experience of verbal and written reporting in English.
- A proven track record of a minimum of 1 year of data capturing experience.
- Excellent electronic data recording skills and computer skills (including extensive knowledge of Microsoft Word, Excel, PowerPoint, Publisher and Access).
- Willingness to travel remotely to outlying communities 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.

4. Roles and Responsibilities

- Co-ordinate the management of the HIV-TB data both at Cloete Joubert hospital and Lady Grey hospital, 3 Clinics and 16 farm points.
- 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 any defects.

5. How to Apply

- Candidates who fulfil the requirements and wishing to apply should send a letter detailing their relevant experience and skills (one page maximum) and a CV (2 pages maximum) by email to senqujobs@donaldwoods.org, quoting the reference number and full name in the title of the email, to arrive no later than **12h00 on Monday 21 March 2011**.
- Please do not attach scanned copies of certificates or other documents.
- NB: To save on administration costs, only candidates progressing to interview stage will be contacted.