

**Job Title:** Data Capturers (17 positions)  
**Location:** Nkangala District  
**Department:** IHSS  
**Reporting to:** Medical Mentor

### Main Purpose of the Job:

- To capture data from patient files, data charts into DoH Health Information Systems of the supported facility, e.g. Tier, DHIS, Etr.net, ensure data reliability, take part in data mop-up, back capturing, verification and timeous report submission.

### Scope of Work:

- Provide data support at facility level by adhering to DoH data collection tools and back-up SOPs, ensuring that Tier & TB data capturing is up to date and DHIS reporting system is in place, escalate to DQM and/or facility manager if required
- Capture data on specified Health Information systems, verify data for accuracy and consistency, capture raw data from patient files, data charts into all data bases including data from campaigns
- Generate Health Status reports as per facility and within correct time frames, weekly, monthly, quarterly and ad hoc as required
- Maintain registry system for HIM (receiving and feedback reports)
- Ensure proper filing of all monthly data reports (physical and electronic)
- Run absolute validation checks and validation queries
- Maintain computer based information systems to ensure availability, integrity and security of data in compliance with Public Service Regulations
- Import and export facility and sub-district data sets within the set due dates
- Identify barriers to compliance with data collection systems and escalate to DQM and/or medical mentor
- Assist with Health Information Training workshops
- Support DQMs with the monitoring of data elements of the Site Improvement Management System (SIMS) per facility
- Support the DQMs in ensuring that *current* run charts and other data level printouts are available and displayed at facility level to monitor progress
- Assist with the implementation of patient/TASI satisfaction questionnaires *if required* at least once a year
- Implement best practices and lessons learned and/or strategy re-directions as per team lead/DQM instructions
- Provide inputs in the analysis and comparison of FPD weekly/monthly district/team TB/HIV/MCH 909090/COP programme indicators, M&E and quarterly performance reviews
- Provide support, feedback and inputs in any FPD related data collection and research activities as required
- Carry out any other task that is reasonable as directed by the Team lead/supervisor

**Essential Education:**

- Grade 12
- Training in Tier and DHIS, Etr.net
- Proficiency in MS office, Lotus Notes and/or MS Outlook, excellence in MS Xcel manipulations

**Advantageous Qualifications:**

- Certificate in TB/HIV management
- Knowledge of and experience in all aspects of the 3-Tiered ART monitoring system, Clinical stationery in DoH use

**Minimum working experience required:**

- Minimum of 6 months working with public, private and /or civil society
- Experience and exposure to DHIS, Tier, Etr.net & PEPFAR funded environment
- Health Sector

**Any other Additional Requirements:**

- Valid code B driver's license (manual and automatic) (Optional)
- Willingness to travel

**Competencies:**

Generic: Technical

- Data capturing and validation
- Attention to detail
- Teamwork
- Systematic
- Able to work independently
- Organisation skills
- Problem solving skills
- Communication both written and verbal
- Participation in Research
- Implementation of best practices
- Relationship management, e.g. with facility staff, team members
- Time management, multi-tasking

- Proficiency in reading, speaking, writing English. Report writing and business writing level proficiency to formalise data gaps or efficiencies is essential
- Any other local language/s

**Closing Date: 08 May 2017 at 16:00**

Interested candidates should forward a motivational letter and CV to [recruitment@foundation.co.za](mailto:recruitment@foundation.co.za) or fax to 081 680 0736.

For enquiries please contact Mr Tshililo Pharamela/ Ms Tammy Bates on 012-816- 9000.

**NB: Only applicants shortlisted for interviews will be contacted. If you have not been contacted within 1 month after the closing date of this advertisement, please accept that your application was unsuccessful.**