

Reference Number: 2023DC054

JOB DESCRIPTION: Data Capturer (DC)

CLOSING DATE: 20 December 2023

Background: The Health Economics and Epidemiology Research Office (HE²RO) of the University of the Witwatersrand, based in Johannesburg, South Africa, is an internationally recognized health research organization that conducts research and analysis on issues of public health importance, including a strong focus on HIV, TB, and NCDs. HE²RO seeks to build the evidence base to improve health policies and programmes in South Africa and the region. We collaborate on policy relevant research with Boston University and other national and international organizations. For more information visit our website at www.heroza.org.

We seek a dynamic, enthusiastic and self-motivated Data Capturer to be part of our health economics research portfolio. Successful applicants will be part of a team of researchers working on cutting edge public health research questions that contribute to the evidence-base for improving access to, and delivery of health services for HIV, TB and other health challenges.

Location

The position is based at the Health Economics and Epidemiology Offices in Johannesburg but may require travel within South Africa. Overtime/weekend hours and working in rural areas and/or under-resourced circumstances will be required from time to time. This is a fixed term position for 12 months.

Responsibilities and Duties

- Contribute to data collection activities including independently performing the data collection activities, which may include:
- Conduct telephonic eligibility screening and recruitment for the study
- Conduct structured and unstructured interviews with study participants in-person and/or telephonically
- Ensure that study protocol and procedures are followed consistently and accurately.
- Work with other data staff to maintain a high standard of data collection, capture and management, including data cleaning and monitor quality assurance.
- Ensure strict compliance with informed consent and ensure confidentiality and security of all data collected at households and/or telephonically
- Maintain good relations with all project stakeholders including study participants, and fellow team members.
- Contribute to monitoring of study progress and providing updates for drafting of reports.

Requirements

- Matric certificate required.
- Diploma or certificate in a health-related field will be preferred.
- Experience in public health research or low resource settings will be preferred.
- Fluent in local languages, particularly isiXhosa, isiZulu and/or seSotho, is required. Strong verbal and written English communication skills.
- Experience in survey interviews required.

- Experience in using electronic data capturing tools and data cleaning is required.
- Basic data collection from secondary sources experience required.
- Basic computer skills, especially in Microsoft Excel and Word.
- Experience in transcription and translation will be advantageous.
- Self-motivated, able to work independently and as part of a multidisciplinary team.
- Ability to maintain confidentiality, tact and professionalism at all times and ensure good relations with both participants and fellow team members.
- Willing to work flexible hours (e.g. late afternoons)/overtime/weekend hours) conducting household and/or telephonic interviews.
- Valid driver's license.

Applicants should email a cover letter and CV to vacancy@heroza.org quoting the reference number above. HE²RO will only respond to short listed candidates. Shortlisted candidates may be required to complete a practical assessment in order to demonstrate their technical skills in addition to the interview. The closing date for this position is **20 December 2023**. Candidates who have not been contacted within three weeks of the closing date can consider their applications unsuccessful. HE²RO reserves the right not to fill this position should it deem it necessary not to or the project funding be insufficient. This position will remain open until filled.