

VACANCY	
Job title:	Administration Clerk: Key Populations Programme (FSW)
Type:	Permanent <input checked="" type="checkbox"/> Fixed Term <input type="checkbox"/> Sessional Contract <input type="checkbox"/>
Main purpose of the job:	To perform clerical duties such as but not limited to: Assisting with opening new patient files, refiling of patient files, assisting with the capturing of patient data, retrieving, and filing of laboratory results. Maintaining a good filing system. Assist with Tracking and Tracing of defaulters.
Location:	Bellville, Cape Town
Closing date:	14 November 2024
Submit detailed CV to:	Vacancy33@wrhi.ac.za
Advert reference number:	KR 65 -2024
In accordance with our Employment Equity goals and plan, preference will be given to suitable applicants from designated groups as defined in the Employment Equity Act 55 of 1998 and subsequent amendments thereto.	

Key performance areas

Opening of new patient files using prescribed stationary

Retrieval of existing patient files

Accurate record keeping

Record all patients entering the clinic on the patient register.

Receive queries from patients and address or refer queries accordingly.

Filing results in patient files as well as documenting it in the required book

Ensure patient files are filed accurately.

Preparing files for outreach and ensuring that it is accurately filed on return.

Ensure accurate and correct labelling of all patient files.

Tracking and tracing of defaulters

Assisting with the capturing of patient records

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.

Maintain a positive attitude and respond openly to feedback.

Take ownership for driving own career development by participating in ongoing training and development activities.

Required minimum education and training

Grade 12.

Fluent in English and other African languages (Sesotho and Zulu preferable)

Desirable additional education, work experience and personal abilities

Empathetic with good communication and interpersonal skills.

Computer literate with working knowledge of Microsoft Office.

Be tactful, respectful and maintain confidentiality.

Able to work independently and work as part of a multi-disciplinary team.

Required minimum work experience

Minimum 6 months working experience as an Admin Clerk in an NGO or Public Health setting.

Should you be interested in applying for this vacancy, please send an email to Vacancy33@wrhi.ac.za. The subject heading of the email must read **KR 65-2024** and the job title of position applying for. Please include the following documentation:

- A cover letter (maximum one page) that clearly states which vacancy you are applying for
- A detailed CV