

<b>VACANCY</b>	
<b>Job title:</b>	Data Capturer - Key Populations Programme
<b>Type:</b>	Permanent <input checked="" type="checkbox"/> Fixed Term <input type="checkbox"/> Temporary <input type="checkbox"/>
<b>Main purpose of the job:</b>	To capture patient and research study data accurately and timeously into electronic and manual database.
<b>Location:</b>	Port Elizabeth, Nelson Mandela Bay
<b>Closing date:</b>	19 August 2024
<b>Submit detailed CV to:</b>	<a href="mailto:Vacancy33@wrhi.ac.za">Vacancy33@wrhi.ac.za</a>
<b>Advert reference number:</b>	<b>KR 51-2024</b>
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**

- Receive participant files from Clinicians for data capturing.
- Identify missing data, inconsistencies and errors and follow-up or report on missing data or errors.
- Capture confidential research information.
- Compare data entered with source documents and make necessary corrections to information entered.
- Identify and consolidate duplicate patient files both electronic and manual.
- Update patient demographics.
- Capture patient blood results on receipt from Lab.
- Identify data errors and make corrections to ensure completeness and accuracy.
- File participant documents according to protocol.
- Maintain and update participant files.
- Maintain an effective and efficient filing system.
- Distribute daily/weekly/monthly data and reports to relevant team members.
- Participate actively in the generation of required Donor reports.
- Provide administrative support i.e. copying, faxing, filing, archiving etc.
- Participate in monthly M&E team meetings and other trainings as required.
- 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.

#### **Required minimum education and training.**

Grade 12 with basic computer and typing skills are essential.

#### **Desirable additional education, work experience and personal abilities**

- Good administrative skills are required together with working knowledge of Microsoft Office and database packages.
- Thorough with good attention to detail.
- Ordered and systematic with strict compliance to protocols.

Able to work to deadlines.  
Demonstrated data capturing speed and accuracy.  
Confidentiality, tact, and discretion must be maintained at all times.  
Good communication skills.  
Self-motivated and able to work as part of a multidisciplinary team.

**Required minimum work experience.**

Minimum 2 years of experience in data capturing or administration.

Should you be interested in applying for this vacancy, please send an email to [Vacancy33@wrhi.ac.za](mailto:Vacancy33@wrhi.ac.za). The subject heading of the email must read **KR 51 -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