

<b>VACANCY</b>	
<b>Job title:</b>	Data Capturer (12 Months Contract)
<b>Division</b>	Wits Planetary Health Research
<b>Type:</b>	Permanent <input type="checkbox"/> Fixed Term <input checked="" type="checkbox"/> Temporary <input type="checkbox"/>
<b>Main purpose of the job:</b>	To accurately and timeously capture data, conduct data quality control checks and clean data on captured patient information on electronic patient records.
<b>Location:</b>	Rahma Moosa Hospital
<b>Closing date:</b>	27 March 2026
<b>Submit detailed CV to:</b>	<a href="mailto:vacancies33@witshealth.co.za">vacancies33@witshealth.co.za</a>
<b>Advert reference number:</b>	Data Capturer - 01
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

- Create and capture new patient files.
- Capture blood results received from the laboratory.
- Identify missing data, inconsistencies and errors and follow-up or report on missing data or errors.
- Refer administrative support to the Project co-ordinator.
- Compile and generate relevant reports.
- Maintain and update patient files.
- Perform daily data cleaning and quality control checks.
- Check the accuracy of manually captured data.
- Check and compare patient history and data.
- Resolve discrepancies and queries with relevant parties.
- Print relevant documentation and file it in patient files.
- Accurately and timeously capture data for assigned research studies
- Clean data based on error reports for assigned research studies
- Ensure research activities are completed within allocated time frames

### Required minimum education and training

Grade 12

### Required minimum work experience

Minimum of 1 years' experience in data capturing or administration.

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

- Basic computer and typing skills are essential.
- Knowledge of Good Clinical practice.
- Experience in a health care environment.

- Good administrative skills together with working knowledge of Microsoft Office and database packages
- Demonstrated data capturing speed and accuracy.
- Good attention to detail.
- Ability to meet deadlines.
- Good communication skills.
- Self-motivated and able to work as part of a multidisciplinary team.

Should you be interested in applying for this vacancy, please send an email to [vacancies33@witshealth.co.za](mailto:vacancies33@witshealth.co.za). The subject heading of the email must read **Data Capturer – 01** 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