

VACANCY ADVERTISEMENT

Vacancy Information Download

Reference Number:	KZNPG/20241223/2620
Advert Reference Number:	G78/2024
Job Title:	DATA CAPTURER
Job Level:	LEVEL 4
Vacancy Type:	Internal & External
Salary:	SALARY : R183 279.00 per annum
Department:	KZN HEALTH
Component:	UMGUNGUNDLOVU DISTRICT HEALTH OFFICE
Employment Type:	Permanent
Center:	UMGUNGUNDLOVU HEALTH DISTRICT
Number Of Posts:	3

Duties/Responsibilities:

KEY PERFORMANCE AREAS: -

- Undertake timely and accurate capturing of data
- .Receive documents for data capturing
- .Prepare, compile and sort documents for data capturing
- .Organise paperwork after entering data to ensure it is not lost
- .Capture data from available records into the required formats, e.g. database, tables, spreadsheets
- .Combine and rearrange data from source documents where required
- .Import and export data between different databases
- .Capture data for monthly and quarterly reports on all relevant electronic systems, e.g. WebDHIS
- .Capture Antenatal HIV survey data on DHIS
- .Populate standard monthly and quarterly reports with data obtained from WebDHIS that is relevant to the Institution
- Verify the integrity of data
- .Analyse and verify the integrity of data received by comparing previously submitted reports and statistics and with source documents
- .Ensure that all sections have submitted data on a monthly and quarterly basis
- .Monitor the completeness of WebDHIS data from the sections to ensure that all data elements are reported on
- .Check the accuracy of data and correct incorrect data where necessary
- .Check and query missing information and errors observed during data entry
- .Obtain further information for incomplete documents
- Provide support to end-users
- .Compile monthly and quarterly reports
- .Distribute reports to the relevant managers in the institution
- .Follow-up on the submission of information from the various sections
- .Submit the reporting template to Districts for monthly and quarterly reporting
- .Submit Tier.Net progress reports to the District Office on a monthly basis
- .Provide technical support to the managers at the institution on data systems (excluding IT support)
- .Retrieve data from the databases or electronic files as requested
- .Liaise with different units to collect data and information in the correct formats and within agreed timeframes
- .Provide guidance to stakeholders on the data to be collected
- .Attend data-related meetings and give feedback to the management team
- Secure captured information in accordance with system specifications and protocols
- .Perform regular backups to ensure data preservation
- .Update registers and statistics on a regular basis and delete unnecessary files
- .Ensure records and files are properly maintained, sorted and secured
- .Store completed documents in designated locations
- .Maintain registers or records of activities and tasks
- .Comply with data integrity and security policies

Qualifications and Experience:

REQUIREMENTS FOR POST:

- MINIMUM EDUCATION AND TRAINING
- .NQF level 4 or 5/Senior Certificate/Grade 12/Standard 10/or equivalent

MINIMUM RELEVANT EXPERIENCE

- .No previous experience required
- .Experience in using Tier.net, WebDHIS would be an added advantage

Essential Knowledge, Skills and Competencies Required:

KNOWLEDGE, SKILLS, TRAINING AND COMPETENCE REQUIRED: -

- .Knowledge of applicable computer software/applications, e.g. MSWord and MSEXcel
- .Knowledge of applicable policies and tools
- .Knowledge of clerical and administrative procedures
- .Knowledge and understanding of the legislative frameworks governing the Public Service.
- .Knowledge of storage and retrieval procedures in terms of the working environment
- .Planning and organising
- .Prioritising skills
- .Information collection and management
- .Problem solving
- .Analytical skills
- .Attention to detail
- .Accurate keyboard skills
- .Spelling and grammar skills
- .Computer skills
- .Data capturing skills
- .Decision making skills
- .Communication skills
- .Report writing skills
- .Multi-tasking skills
- .Typing skills and finger dexterity
- .Mathematical skills
- .Good record keeping and administrative skills

Additional Information

How to apply

To apply please log onto the e-Government Portal: <https://www.eservices.gov.za/> and follow the following process;

1. Register using your ID and personal information;
2. Use received one-time pin to complete the registration;
3. Log in using your username and password;
4. Click on “Employment & Labour”;
5. Click on “Recruitment Citizen” to create profile, update profile, browse and apply for jobs;

Or, if candidate has registered on eservices portal, access <https://www.eservices.gov.za/>, then follow the below steps:

1. Click on “Employment & Labour”;
2. Click on “ Click on KZN Provincial Government e-Recruitment Vacancies, S'Thesha Waya Waya”;
3. Log in using your username and password;
4. Click on “Recruitment Citizen” to create profile, update profile, browse and apply for jobs;

For support, please send an email to: KZNHelpDeskRecruit@KZNpremier.gov.za

Closing Date : 10 Jan 2025

Disclaimer

DISCLAIMER FOR KZN E-RECRUITMENT SYSTEM

- a) The KwaZulu-Natal Provincial Government and all KwaZulu-Natal Provincial Public Entities are equal opportunity, affirmative action employers, and preference may be given to suitably qualified candidates from designated groups in terms of the Employment Equity Act, 1998. The filling of posts may also be guided by the Departments/ Entities Employment Equity plan/targets.
- b) If you do not hear from us within two months of the closing date, please regard your application as unsuccessful.
- c) Applications received after the closing date will not be considered.
- d) Please clearly indicate the name of the post and reference number of the position for which you are applying.
- e) Applicants applying for posts in KZN Government Departments via the online e-Recruitment system, must upload a copy of their CV onto the system. Certified copies of supporting documents need not accompany your application and CV, as these will be requested from shortlisted applicants only.
- f) Applicants applying for posts in KZN Public Entities via the online e-Recruitment system, must upload copies of all documents, including certified copies of all documents stipulated in the advert of the Public Entity.
- g) It is the responsibility of the applicant to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA), prior to the time the qualification documents are requested to be submitted to the KZN Provincial Department or Public Entity.
- h) Only candidates who meet the requirements may apply.
- i) Appointment is subject to verification of the qualifications of the applicant, reference checking, and securing a positive security clearance, in circumstances where this is in relation to the requirement/s for appointment to the post applied for.
- j) Applications from Recruitment Agencies will not be considered.
- k) Applications sent to incorrect email address will not be considered.
- l) The respective Provincial Departments and Public Entities reserve the right not to make an appointment.
- m) The appointed candidate shall be required to sign a performance agreement.
- n) Reference checks and/or confirmation of employment will be done with the current employer and candidates are advised to include references from the current employment in their application/CV to facilitate this.
- o) The respective Provincial Departments and Public Entities reserve the right to regard a negative record on any verification check or risk assessment conducted, as sufficient grounds for refusal to select a candidate for appointment.

By utilising the KZN Provincial e-Recruitment system, you hereby specifically acknowledge that you have read and accepted the following disclaimer:

I understand and agree that where information is provided, whether personal or otherwise, it may be used and processed by the owner of this e-Recruitment system, and such use may include placing such information in the public domain.

All reasonable measures to protect the personal information of users will be taken, provided that for the purpose of this disclaimer (personal information) will be as defined in the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000) and the Protection of Personal Information Act, 2013 (Act No. 4 of 2013).

The information and reports contained herein may not necessarily be accurate or final and must be viewed in the context of when such information or report is dated.

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By using the KZN Provincial e-Recruitment system, I specifically consent and submit to the jurisdiction of the South African Courts in regard to all proceedings, actions, applications, or the like, instituted by either party against the other where necessary.

If you do not agree to be bound by these terms, please do not make applications for posts through the KZN Provincial e-Recruitment system.