

VACANCY ADVERTISEMENT

Vacancy Information Download

Reference Number:	KZNPG/20250708/3321
Advert Reference Number:	G10/2025
Job Title:	DATA CAPTURER
Job Level:	04
Vacancy Type:	Internal & External
Salary:	R193 359.00 per annum
Department:	KZN HEALTH
Component:	UTHUKELA DISTRICT HEALTH OFFICE
Employment Type:	Permanent
Center:	UTHUKELA HEALTH DISTRICT
Number Of Posts:	20

Duties/Responsibilities:

KEY PERFORMANCE AREAS: -

- .Collect the Reception Headcount register from the reception
- .Check and verify the Reception Headcount register before capturing
- .Capturing data into the District Health Information System (DHIS)
- .Report problems found in the headcount register to the information manager/facility manager
- .Conduct a rapid data quality assessment of data-on-data input forms - must be 100% complete and should contain no gaps or outliers without comments
- .Capture verified data for reception in web DHIS DDC if available - indicate capturing date and sign
- .Check for outliers and add comments. Mark record for follow-up if applicable
- .Check for missing data, add comments and mark records for follow-up
- .Indicate the date of capturing on each monthly data input form and sign
- .Ensure that back-ups of the data are made every time it is changed
- .Diligently manage the appointment books and perform pre-retrieval of clients' folders
- .Effectively implement the clinic project on the filing and archiving of files
- .The incumbent will be expected to work the after-hours, weekends, holidays, and night duty
- .Capturing complaints, compliments and suggestions, patient safety incidents, and patient satisfaction surveys on the ideal clinic software
- .Register the patient visit in the system in use, namely the Health Patient Registration System (HPRS), SYnCH, Tier.net, EDR, etc.
- .Double check whether a patient file is available before a patient is registered as a new patient to prevent duplicates from being issued
- .Retrieve patient files from the filing cabinet or issue new patient files and issue and record all folders issued per day
- .Reconcile Files retrieved for that particular day and ensure all are filed back.
- .Make follow-up appointments for patients and provide appointment cards or dates
- .Ensure access control of medical records and the confidentiality of patient information is always maintained
- .Run absolute validation checks
- .Follow up on incorrect daily data and provide feedback to clinicians to correct the stick paper tick register
- .Monitor daily data entry for each service point. For registers, monitor that submissions are processed
- .Obtain validated data input forms from the facility manager on all monthly data sets on the 3rd day of each month if data is provided on hard copies (paper-based):
- .Conduct a rapid data quality assessment of data-on-data input forms - must be 100% complete and should contain no gaps or outliers without comments

Qualifications and Experience:

REQUIREMENTS FOR POST:

- MINIMUM EDUCATION AND TRAINING**
- .NQF level 4 or 5/Senior Certificate/Grade 12/Standard 10 (Matric) or equivalent
 - .Be computer literate with a proficiency in MS Office Software Applications.
- MINIMUM RELEVANT EXPERIENCE**
- .No previous experience required

Essential Knowledge, Skills and Competencies Required:

KNOWLEDGE, SKILLS, TRAINING AND COMPETENCE REQUIRED: -

- .Knowledge of applicable computer software/applications, e.g. MSWord and MS Excel
- .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**RECOMMENDATIONS:**

- .Unendorsed valid Code B driver's licence (Code 08)
- .Experience in using Tier.net, Web DHIS, SYNCH, HPRS, would be an added advantage

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 : 18 Jul 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.

The KwaZulu-Natal Provincial Government and all KwaZulu-Natal Provincial Public Entities, including their respective officials, duly appointed representatives, agents, and contractors, accept no liability whatsoever for any loss or damage, whether direct, indirect, special, or consequential, or expenses of any nature whatsoever, which may arise as a result of, or which may be attributable directly or indirectly to, information made available on these pages or links, or actions or transactions resulting therefrom.

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.