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## Anova Health Institute: Entry level Data Capturers Apply Now

### Description

Anova Health Institute is dedicated to improving health outcomes and supporting the Department of Health through comprehensive and integrated health solutions. We are looking for skilled and dedicated Entry Level Data Capturers to join our team. This role involves direct service at facility level, focusing on data-related administrative tasks, patient file management, report generation, and monthly statistical compilation.

### Responsibilities

- **Data Entry and Management:**
  - Capture patient information into various database platforms, including TIER.Net and other Department of Health (DoH) applications.
  - Ensure accuracy and completeness of data entries to maintain high data quality standards.
- **Data Quality Assessments:**
  - Conduct data quality assessments and audits under the close supervision and guidance of the Monitoring & Evaluation (M&E) Officer.
  - Perform monthly data validations using prescribed tools on collected data from DHIS, TIER.Net, and TB modules/ETR.
- **Support to Facility Data Capturers:**
  - Assist facility data capturers in populating run-charts for District Implementation Plan (DIP) elements.
  - Update tracing outcomes from Community Health Workers (CHWs) and Community Liaison Officers (CLOs) on the defaulter tracing tool.
- **Data Coordination and Collection:**
  - Coordinate and collect ad-hoc and routine weekly data from facilities with all Anova team members in the sub-district.
  - Compile and generate defaulter reports and monthly statistical summaries as required.

### Qualifications

- **Education:**
  - Grade 12 (Matric) is essential.
  - Tertiary qualification in a relevant field is an added advantage.

### Skills

- Proven competency in data capturing through experience or training.
- Ability to work under pressure and meet tight deadlines.
- Fast and accurate data capturing skills with keen attention to detail.

### Hiring organization

Anova Health Institute

### Employment Type

Intern

### Duration of employment

3 Months

### Industry

Non-profit Organizations

### Job Location

Johannesburg, Gauteng, South Africa, 2000, Johannesburg, Gauteng, South Africa

### Working Hours

09

### Date posted

October 8, 2024

### Valid through

24.07.2028

- Excellent administrative and organizational skills.
- Good facilitation and communication skills, with the ability to communicate effectively in English and at least one other South African official language.
- Proficient in computer use, including familiarity with database management and data entry software.

### **Job Benefits**

At Anova Health Institute, you will be part of a dynamic team dedicated to making a difference in public health. This role offers the opportunity to gain valuable experience in health data management and contribute to meaningful health outcomes in communities. If you are passionate about health data and looking to start your career in a supportive and impactful environment, we encourage you to apply.

### **Contacts**

Interested candidates should submit their resume and a cover letter detailing their qualifications and experience related to this role. Applications can be sent with the subject line "Entry Level Data Capturer Application."

Anova Health Institute is an equal opportunity employer. We welcome and encourage diversity in the workplace.

Join us in our mission to improve health and change lives through innovative health solutions.