

BUSINESS UNIT: NICD
DISCIPLINE: CENTRE FOR TUBERCULOSIS
LOCATION: SANDRINGHAM
POSITION: CLERK - DATA X3 (FIXED TERM CONTRACT - 3 MONTHS)
PAY GRADE: B2
REFERENCE NUMBER: NICDCDC0920/001-07

Administers the receiving, capturing, review and distribution of data to ensure correct information is obtained, recorded and linked to facilitate the speedy processing and integration of data in terms of service.

Key Job Responsibilities

■Receives surveillance related data and manages their flow and processing according to standard operating procedures ■Timely capture all data according to set targets and ensure high quality and accuracy of data ■Identify and report technical errors with data captured to supervisors in order to correct errors ■Verify accuracy and completeness of data linkages and generates queries for missing data and data discrepancies ■Administer the distribution of data queries to sites to ensure the correct and prioritized channeling of data queries to various sites ■Keep all data forms and log books for audit purposes as required by the standard operating procedures ■Ensure data completeness and accuracy on all forms ■Appropriately file all data forms as per set SOPs ■Create a log of all data captured and reviewed ■Create a log of all forms requiring data corrections and keep the log updated to show which errors have been rectified ■Daily data checks on the relevant systems to ensure data accuracy and consistency and correct matching of patient data from various sources (Clinical, lab, other) ■Daily merging of cases reported that require manual case linking.

Minimum requirements & key competencies

■Grade 12 ■Computer certificate ■1-2 years' data capturing ■Knowledge of health environment ■Knowledge of information ■Basic Computer ■Communication skills ■Team Oriented ■Attention to detail ■Ability to cross check for consistency ■Time management ■Planning and organising ■Basic Numeric skills.

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