

BUSINESS UNIT: NICD
DISCIPLINE: DIVISION OF PUBLIC HEALTH SURVEILLANCE AND RESPONSE
LOCATION: SANDRINGHAM
POSITION: CLERK – DATA X5 (FIXED TERM CONTRACT – 6 MONTHS)
PAY GRADE: B2
REFERENCE NUMBER: NICDCDC0920/001-03

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

Key Job Responsibilities

■Receive surveillance related data and manage their flow and processing according to standard operating procedures or instruction ■Timely capture all data according to set targets, including deadlines, 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 and generates queries for missing data and data discrepancies ■Administer the distribution of data queries to provinces to ensure the correct and prioritised channeling of data queries to the provinces ■Keep all data forms and log books for audit purposes and to adhere to the PAIA Act, as required by the standard operating procedures or as instructed ■Ensure data completeness and accuracy on all forms ■Appropriately file all data forms and prepare for archiving ■Create a log of all case notification forms captured ■Create a log of all forms requiring data corrections and keeps 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 and updating of cases reported that require manual case linking ■Administration of data capture system users.

Minimum requirements & key competencies

■Grade 12 with a computer certificate ■1 -2 years' data capturing experience ■Knowledge of health environment ■Knowledge of Information Systems ■Communication skills ■Computer literacy ■Ability to cross-check information for consistency) ■Report writing skills ■Ability to deal with or handle confidential information ■Attention to detail ■Accuracy skills ■Interpersonal skills.

Enquiries may be directed to Kgaugelo Mkwazi @ 011 386 6090, email application to Recruiter3@nicd.ac.za