



I-TECH South Africa

Job Description

Position Title	: Data Entry Assistant (X18 positions)
Position Reference	: Gauteng - DEA001 : Mpumalanga - DEA002 : Limpopo - DEA003 : North West - DEA004
Supervisor	: Data Officer
Department	: Programs (Strategic Programs)
Location	: Seconded to Regional Training Centres (Gauteng, Limpopo, Mpumalanga and North West provinces)
Position Duration	: Fixed Term Contract (01 April 2019 – 30 September 2019)

Organizational Background:

The International Training and Education Center for Health (I-TECH) is a United States of America federally-funded project which supports the development of HIV/AIDS care and treatment training initiatives in 25 developing countries acutely impacted by the global AIDS epidemic. I-TECH is an initiative of the University of Washington Schools of Medicine and Public Health & Community Medicine. Its Central Office is headquartered in Seattle, Washington and it currently supports eight international offices, including one in Pretoria, South Africa.

I-TECH South Africa's Goal:

To support the South African government in strengthening national health systems to ensure delivery of high quality, sustainable health care services.

Commitment to Diversity:

I-TECH recognises that disparities in health around the globe stem from inequity. I-TECH South Africa encourages and supports the multiple identities of staff, faculty and students including, but not limited to, socioeconomic status, race, ethnicity, language, nationality, sex, sexual

orientation, gender identity and expression, culture, spiritual practice, geography, mental and physical disability and age. I-TECH strives to become a local, national, and international leader in developing and maintaining increased representation and recognition of each of these dimensions of diversity among its faculty, staff, and students.

Brief Summary of Position:

I-TECH South Africa is looking for a Data Entry Assistant on a temporary contract up to September 2019. The primary responsibility of this role will be data entry of forms (registers) for Care and Treatment Program CHW Trainings onto CommCare database system.

Duties of the position include:

- Receive paper based tools (participants registers, pre post-test, participants reaction survey etc.) that need to be captured on to the CommCare database.
- Ensure participant registers are submitted timely by Trainers for capturing.
- Check for completeness and accuracy on forms to ensure good quality of data entry.
- Report any incomplete registers to the Trainers.
- Capture data from paper based tools (participants registers, pre post-test, participants reaction survey etc) onto the database accurately.
- Ensure that all information to date has been captured on to the database.
- Ensure that all data imported into CommCare should be saved and sync as and when required.
- Archive and file all captured documents for Care and Treatment Program (CHW training).
- Work with the CHW Training project staff to ensure that all source documents are safely delivered to the Pretoria Office once data entry is complete.
- Escalate any issues that are blocking progress to the Data Officer.
- Compile a weekly progress report and submit to the Data Officer.

Required Education, Training and Experience

The applicants are expected to have:

- Certificate in any relevant qualification.
- Computer literacy, a must.
- Experience in data capturing.

- Experience working with databases preferably CommCare, SkillSMART, Excel or Access.

Conditions of employment

Each of these positions will be based at the one of the RTCs in Gauteng, Limpopo, Mpumalanga or the North West province.

Application process:

Applicants are required to quote the **relevant Position Title and Province reference** mentioned above when submitting their applications via email to recruitment@itech-southafrica.org Shortlisting shall start on the **22nd of February 2019**. Only short-listed candidates will be contacted. Preference will be given to South African applicants.