I-TECH South Africa

Job Description

Position Title   : Data Entry Assistant (X6 positions)

Position Reference   **: GP 001**

Supervisor   : Program Manager

Department   : Programs (Primary Health Care)

Location   : Seconded to clinics in City Of Johannesburg

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 Data Entry Assistants on a temporary contract up to September 2019. The primary responsibility of this role will be data entry for the HIV Self-Screening Program and support for other clinic-based data needs.

Duties of the position include: HIV Self-Screening Project Data Entry (40%)

- Collaborate with Department of Health (DOH) Ward-based Primary Health Care Team (WBPHCOT) Outreach Team Leaders and Community Health Workers to ensure paper-based tools (participant registers) are appropriately completed on a weekly basis.
- Coordinate with OTLs to ensure participant registers are accessible in a timely way on a weekly basis for capturing.
- Check paper-based tools for completeness and accuracy to ensure good quality data.
- Report any data inconsistencies or challenges to the M&E Officer and follow instructions for resolution.
- Capture data from paper-based tools (participant registers) into the Dimagi CommCare application-enabled database via a tablet.
- Ensure that all information to-date has been captured accurately and completely into the database on a weekly basis.
- Ensure that all data entered into the CommCare application via tablet are saved immediately, and that the tablet is synced as soon as possible to ensure all data are saved to the web-based application.
- Ensure all informed consent forms are gathered from the OTLs/CHWs on a weekly basis, kept in a locked file in the facility, and securely transferred to I-TECH project staff.
- Escalate any issues that are blocking progress to the M&E Officer and Program Manager.
- Participant in weekly check in meetings with project staff.

Miscellaneous Study Duties 20%)

- Assist with HIV Self-Screening stock monitoring at the clinic.
- Assist the M&E Officer and project staff with stock data capturing for kits distributed to OTLs/CHWs.
- Alert the Program Manager and M&E Officer to any issues with keeping of HIV Self-Screening kits.

Facility-based Data Support and Other Duties as Assigned (40%)

- Assist DOH clinic with any assigned data capturing duties.

Required Education, Training and Experience

- Certificate in any relevant qualification.

- Computer literacy.

- Experience capturing data into databases.

Preferred Experience

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

Conditions of employment

This position will be based at the one of the primary health care facilities in City of Johannesburg health district, Gauteng Province.

Application process:

Applicants are required to quote the **relevant Position Title and reference** mentioned above when submitting their applications via email to **recruitment@itech-southafrica.org**

Shortlisting shall start on th**e 28th of February 2019.** Only short-listed candidates will be contacted. Preference will be given to South African applicants.