Beyond Zero (BZ) has been successfully implementing comprehensive services across the HIV and TB care continuum in the Eastern Cape (EC), KwaZulu-Natal (KZN) and Limpopo Provinces in the past 19 years; targeting key and vulnerable populations including adolescents and youths, sex workers (SW), orphans and vulnerable children (OVC) and men who have sex with men (MSM) and people living with HIV amongst others. As one of the 4 nominated Principal Recipient (PRs) in South Africa to lead and provide strategic management, oversight, monitoring and evaluation on the implementation of the Global Fund grant for the period April 2019 until March 2022, Beyond Zero is recruiting to fill the following Positions under the GF funding mechanism.

**Contract duration:** 8 months Fixed Term Contract (August 2021 until 31 March 2022)

.

**Anticipated start date:** 01 August 2021

**Closing date for applications:**  14 July 2021

**Remuneration:** Market related

**DATA CAPTURERS - 2 X FREE STATE, 4X EAST LONDON**

**Job Summary**

Data Capturer support sub-recipients (SRs) monitoring and evaluation activities that speak to data capturing and data verification across all modules implemented as part of the Global Fund Grant within Beyond Zero.

**Duties and Responsibilities**

* Support in conducting Onsite Data Verifications (OSDV).
* Provide technical support and assistance on Filing System.
* Provide technical support and assistance on clearing of Data Capturing backlogs
* Review of data extracts for SRs and providing Feedback.
* Support data capturing related activities at beyond zero as the need arises.
* Participate in Beyond Zero quality improvement projects.
* Any other duties as may be determined necessary by Beyond Zero

**Requirements**

* Grade 12
* Post Matric Diploma/Degree Qualification will be an added advantage
* Previous Exposure in HIV/AIDS and TB Prevention programmes (added advantage)
* 2 years data capturing experience.
* 2 years office work experience.
* Experience in capturing data in electronic databases, Health related is an added advantage
* Fully computer literate (proficient working knowledge of MS office, including databases)
* Experience in data management and data verification
* Ability to work quickly and accurately
* Ability to meet deadlines
* High attention to details
* Strong team player with exceptional people skills, broad minded and able to manage a varied and multicultural environment;

***By applying for any of the above mentioned positions, applicants consent to BZ to conduct qualification, ID, Criminal and Reference checks on them which form part of its recruitment process.***

***To Apply:*** *Cover letters clearly stating the Position being applied for and preferred region/location as mentioned on the adverts, CVs, and copies of qualifications must be forwarded to**gf*[*recruitment@beyondzero.org.za*](mailto:recruitment@beyondzero.org.za)

*NB. Applicants who have not heard from Beyond Zero one month after the publication of these adverts should consider their applications unsuccessful and, any future correspondence from BZ thereof will be limited to shortlisted applicants only. Beyond Zero reserves the right to re-advertise any of the above listed Positions should the need arise and also reserves the right not to fill any of the listed Positions. None South African Citizens and none South African Permanent Residence holders must be in possession of valid documentation authorizing them to work in South Africa. Beyond Zero is an equal opportunity employer.*