

<b>Contract duration</b>	<b>: 18 Months Fixed Term Contract</b>
<b>Anticipated start date</b>	<b>: 1<sup>st</sup> August 2022</b>
<b>Closing date for applications</b>	<b>: 25<sup>th</sup> July 2022</b>
<b>Remuneration</b>	<b>: Market related</b>
<b>4X DATA VERIFICATION OFFICER</b>	<b>: (2X BCM, 2X ADM)</b>

Beyond Zero (BZ) has been successfully implementing comprehensive services across the HIV and TB care continuum in the Eastern Cape (EC), Free State (FS), KwaZulu-Natal (KZN) and Limpopo Provinces in the past 18 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. Beyond Zero is recruiting to fill the following positions to drive Health Services intervention on **Bumbingomso**, a development project of NDOH, co-financed by Federal Republic of Germany through KFW and the DG Murray Trust in Buffalo City District and Amathole District.

### **Purpose of the role**

The role of the Data Verification Officer is to collect relevant data from supported facilities and to complete monthly data collection tools. Their role within the mentoring teams includes identifying data recording problems and bringing them to the attention of the mentors. Assist with facility data and program audits.

### **Duties and responsibilities**

- Data collection from health facilities and data Capturing.
- Implement record keeping system of data collection tools before and after capturing.
- Facilitating and supporting data collection process.
- Perform data cleaning and validation processes.
- Monitor and report progress on data collection tools.
- Perform miscellaneous job-related duties as assigned including supports for other programs.
- Technical support to facilities on M&E activities including data management.
- Updating of health facilities runcharts

### **Skills /Competencies and Abilities**

- Extensive computer literacy (MS Office suite); knowledge of DOH Health Information Systems will be an added advantage.
- Excellent analytical, oral and written English communication skills.
- Willingness to travel between facilities and districts.
- Self-guided, strong organizational and planning skills.
- Strong interpersonal communication skills.
- Having participated in research projects.

- Drivers Licence

### **Experience Required**

- A minimum of 2 years working experience as data capturer.
- 2 years office work experience.
- Experience in archiving will be an added advantage.

### **Educational Qualification**

- Grade 12 certificate.
- Diploma in Record Management will be an added advantage.
- Experience in using EPI INFO and any other database software in addition to normal windows Explorer modules.
- Computer skills (Microsoft Word, Excel, Outlook, Explore and Email).

***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 [\*\*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 reserves the right not to fill any of the listed Positions.*

*None South African Citizens and non-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.*

***Candidates from key vulnerable populations are encouraged to apply.***

***By expressing the interest in the position, applicants are consenting in terms of POPI Act for their curriculum vitae be shared with the relevant people authorised to act on behalf of BZ in the recruitment process.***