



Vacancy

AGYW Data Capturer – 3 positions

MIET AFRICA is a sub recipient of the Aids Foundation of South Africa (AFSA) the primary recipient of the Adolescent Girls and Young Women's Programme (AGYW) In and Out of School of the Global Fund grant for the period 1 April 2019 to 31 March 2022.

MIET AFRICA requires three Data Capturers to take responsibility for the day- to -day data capturing and quality control on captured data of the AGYW programme in Abaqulusi sub-district (in the Zululand District of KwaZulu-Natal). The data capturers will work closely with the Monitoring and Evaluation (M&E) Officer in ensuring that monitoring and evaluation activities are implemented accordingly and that the information collected is useful to the project.

This is a contract position, and three successful applicants will be based at MIET AFRICA's district office in Vryheid, Zululand district, KZN.

Key Performance Tasks

- Compile, sort and organize data to be entered into the databases or electronic files
- Input text and data from documents into spreadsheets, databases or electronic files
- Pay attention to detail and input data correctly and accurately
- Crosscheck and verify that data has been captured into the database accurately
- Correct incorrectly captured data
- Maintain and update workflow record regarding work completed and pending
- Assist other administrative staff in filling, typing and other tasks as necessary
- Ensure that programme information is kept confidential at all times
- Assist the M&E officer in ensuring that M&E systems are adhered to
- Participate in the district programme evaluations
- Other adhoc duties

Requirements

- Gr 12 or equivalent
- A minimum of three years of data capture experience within an NGO environment
- Certificate in Excel, MS Word and Access database
- Experience in conducting quality control on health related and HIV/Aids data
- Experience in filling and archival of data as per M&E requirements

Interested applicants should email the following documents:

- 1) A letter of application, clearly stating “AGYW Data Capturer, KZN”
- 2) Curriculum Vitae
- 3) Copy of ID or passport
- 4) Copy of driver’s licence
- 5) Copy of qualifications
- 6) (In the case of non-South Africans) Copy of work permit

To: HR Department, MIET AFRICA

Email: applications@miet.co.za

The remuneration package will be negotiated with the successful applicant.

Incomplete applications will not be considered.

MIET AFRICA reserves the right not to fill the post, or to re-advertise to widen the pool of applicants. It also reserves the right to do a complete verification of all information supplied.

Closing date for applications is Friday 26 February 2021.

Only shortlisted candidates will be contacted.