

The **Institute of Health Programs and Systems (IHPS)** is a South African non-profit company (NPC) born out of the PEPFAR CDC Track 1 transition of the ICAP, Columbia University, Multi-country AIDS Program (MCAP) in South Africa in 2010. The IHPS mission is “to strengthen health and development systems through program implementation and partnerships” and the vision is “optimal and sustainable health and development outcomes”. IHPS, through the National Department of Health (NDoH) has been funded to strengthen implementation of the DATCOV system in all COVID-19 admitting hospitals in South Africa. As such, IHPS seeks to recruit Data Capturers for Limpopo Province as below:

PROGRAM	JOB TITLE	Required	Reference
National DATCOV Support Project	DATCOV Data Capturer	6	Capricorn District
	DATCOV Data Capturer	5	Sekhukhune District
	DATCOV Data Capturer	5	Waterberg District
	DATCOV Data Capturer	5	Mopani District
	DATCOV Data Capturer	5	Vhembe District

Roles and Responsibilities

The incumbent shall be responsible for carrying out the day-to-day functions in a selected Hospital or as part of a roving team below:

- Data capturing on the DATCOV system using standardized data collection devices.
- File reviews, data validation and back-capturing.
- Coordinate and support daily data collection, entry and submission on DATCOV.
- Ensure timely submission of data as per standard operating procedures.
- Ensure implementation and maintenance of DATCOV and maintain a functional physical document management system.
- File all data once captured and store in line with the data management processes.
- Perform other duties as assigned by the Provincial DATCOV Information Officer.

Qualifications and Experience

- Matric certificate or a Diploma in Social Sciences/Information Management/Public will be an added advantage.
 - Prior experience working with the Department of Health in Limpopo Province.
 - Knowledge of existing HMIS platforms and biometric system is an added advantage.
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Employer's Rights

Applicants will be evaluated based on education/ training and past work experience. Candidates will be presented with a detailed job description if offered the job. The employer reserves the right to revise this posting at any time.

How to Apply

Qualified candidates should apply by e-mail only to hr_ndoh@ihps-sa.org. Subject line should be the position you are applying for and resume, or CV should be attached. Submissions which do not follow the above instructions will not be considered.

Due to the extremely high volume of CVs expected, only those short-listed and selected for interviews will be contacted. NO PHONE CALLS about these positions will be accepted.

CLOSING DATE: 17 February 2021 @ 12H00hrs