



## Temporary Data Capturer

**Reporting to:** MONITORING AND EVALUATION MANAGER

**Contract:** Fixed Term Temporary Data Capture

**Location:** Facility based

## Data Capturer –Description

The Data Capturer will support the AYP Program by accurately collecting, capturing, and updating program data in approved data management systems. The role ensures completeness, accuracy, and timely submission of beneficiary and service data to support monitoring, reporting, and compliance with program and donor requirements.

## Key Responsibilities:

- Capture programme data accurately and timeously.
- Verify, clean, and maintain data quality.
- Support reporting and M&E requirements.
- File and manage source documents.
- Conduct internal data verification process on weekly and monthly basis.

## Qualifications & Skills:

- **Education:** Grade 12 certificate (Matric). A tertiary qualification in Data Management, Information Technology, Public Health, or a related field is advantageous.
- **Experience:** Minimum of 2 years' experience in data capturing and management, preferably within the health or NGO sector.
- **Technical Skills:**
  - Proficiency in using DoH data systems such as TIER.Net, DHIS, and ETR.
  - Strong computer skills, including MS Office Suite (Excel, Word, PowerPoint).
    - Familiarity with data quality assurance processes and M&E frameworks

## How to Apply

Interested candidates should submit a CV and Qualifications, please indicate the position applied for in the subject line.

Email to: [recruitment@fs-rainbowseeds.org.za](mailto:recruitment@fs-rainbowseeds.org.za) Closing date: 2026/01/06

*Only shortlisted candidates will be contacted. The organization reserves the right not to make an appointment.*