**The University of KwaZulu-Natal is committed to employment equity**

**HIV/AIDS PROGRAMME**

**STUDENT SERVICES DIVISION**

**Data Capturer**

**(MONTH TO MONTH FIXED TERM CONTRACT)**

**NELSON R MANDELA SCHOOL OF MEDICINE**

**REFERENCE NUMBER: SSDHIV 11/2018**

The incumbent will be required to collect and capture data from HIV counsellors on a daily basis, provide support to the HIV counsellors with necessary paper work and good record keeping and be expected to assist with counselling and testing where the need arises.

**Minimum Requirements**:

* Senior certificate and an HIV Counselling certificate;
* Experience in data capturing;
* Proficiency in Microsoft Word, Excel and PowerPoint;
* Evidence in working at grass roots level;
* Pay particular attention to detail.

**Advantage:**

* Experience in record keeping.

**A monthly stipend would be paid**

**The closing date for receipt of applications is Friday 7 September 2018**

Applicants are required to apply on the Vacancies page of the University website at

[www.ukzn.ac.za](http://www.ukzn.ac.za)

Completed official application forms may be sent to:

hivwellness@ukzn.ac.za

OR

Campus Health Clinic, Medical School, Room 272.

Advert reference number MUST be clearly stated in subject line

**Enquiries relating to this post may be directed to Ms N Makhanya at (031) 260 4185**