



SEEKING: DATA CLERK, VHEMBE DISTRICT

CHoiCe Trust, a Non-Profit organisation operating in Limpopo Province, is seeking a Data Clerk who is responsible for accurately capturing project data in the required database, verifying and filing the data and support the reporting process for the HIV prevention for Men who have Sex with Men (MSM) project. The Data Clerk is also required to conduct data validation where necessary.

Role Requirements:

The appointed individual is expected to have the following experience and qualifications:

- A Matric Certificate
- Good computer literacy with excellent typing skills
- Experience in data capturing with reference to specific databases such as Tier.net, Orbit- Beyond Data HDMS, or others
- Good communication skills, including English
- Proficiency in capturing data
- People from the MSM community are invited to apply
- Proof of COVID 19 Vaccination

NOTE: We offer a market related salary.

The Data Clerk must be able to work independently, be detail-oriented and deadline driven. They must be able to work towards the provision of overall data accuracy and reaching programme targets.

Interested candidates are to forward an email including (a) their CV which motivates their suitability to the position; and (b) their expected monthly salary amount. This should be sent to:

The Human Resources Officer, CHoiCe Trust. E-mail: recruitment@choicetrust.co.za

CLOSING DATE: FRIDAY, 12th July 2024

Please direct questions to patricia@choicetrust.co.za. If you do not receive feedback within 2 weeks of the closing date of this advert, please consider your application unsuccessful.

For more information on CHoiCe Trust see: www.choicetrust.org.za

Persons with disabilities are also invited to apply. Preference will be given to suitably qualified candidates from the designated groups in line with the provisions of the Employment Equity Act, No 55 of 1998 (and any amendments thereto), the relevant internal recruitment policy as well as the organization's employment equity plan.

This is a donor-funded position and is dependent on resource availability. CHoiCe reserves the right not to make an appointment on this position.

