



Job Description

Data Capturers

Position: X6 Data Capturers

Location: TBA

Duration: 2 months

Start Date: 1 February 2024

One to One Africa is the South African-registered non-profit organization that works to transform the lives of families, especially children, women, and young people affected by poverty and chronic illness, including HIV. One to One Africa seeks to address core gaps in healthcare, education and psychosocial support in neglected and under-served communities to ensure that families survive and thrive.

Position Overview:

The Data Capturer will play a crucial role in supporting various programs within the organization by accurately transcribing, collecting, and managing data. This position requires attention to detail, proficiency in data entry, and a commitment to maintaining data integrity. The successful candidate will work closely with program managers and teams to ensure timely and accurate capture of relevant information.

Key Responsibilities:

1. Data Transcribing:
 - Accurately transcribe data from various sources into digital formats.
 - Ensure data entry is error-free and aligned with established guidelines and standards.
2. Data Collection Support:
 - Assist in the collection of data through surveys, interviews, or other methods as directed by program managers.
 - Collaborate with program teams to streamline data collection processes.
3. Data Entry and Management:
 - Enter and update information into databases, spreadsheets, or other designated systems.
 - Conduct routine checks to identify and rectify data discrepancies or errors.
4. Quality Assurance:
 - Conduct regular quality checks on entered data to maintain accuracy and completeness.
 - Collaborate with program teams to address any data-related issues promptly.
5. Reporting:
 - Generate reports based on the captured data as required by program managers.
 - Assist in preparing summaries or analyses of data for internal and external use.

Qualifications:

- High school diploma or equivalent; additional education or certification in data management is a plus.
- Proven experience as a data capture or in a similar role.
- Proficient in data entry and familiarity with data management systems.
- Strong attention to detail and accuracy in data handling.
- Excellent organizational and time-management skills.

Skills and Competencies:

- Proficiency in Microsoft Office Suite (Word, Excel, and Outlook).
- Strong communication skills, both written and verbal.
- Ability to work independently and collaboratively in a team environment.
- Capacity to handle sensitive information with confidentiality and integrity.
- Flexibility and adaptability to work on diverse projects and tasks.

Application Deadline: 26 January 2024

To apply, please submit your resume and a cover letter outlining your relevant experience to hr@onetoonechildrensfund.org.