

KEY PERFORMANCE AREAS:

- On time Data capturing, verification and sending reports timeously to the relevant level.
- Organizing and managing all records and documents in prescribed formats i.e soft copies and files.
- Retrieve necessary appropriate records and reports from the records room.
- Coordinate and collaborate with all the sections in managing records.
- Maintain databases of HAST cadres, various records, reports and documents.

CENTRES	APPLICATION LINK
Head Office	CLICK HERE
Capricorn District	CLICK HERE
Mopani District	CLICK HERE
Sekhukhune District	CLICK HERE
Vhembe District	CLICK HERE
Waterberg District	CLICK HERE

POSITION NO. 4: EPWP DATA CAPTURES [WEB BASED REPORTING] = 15 POSITIONS

MONTHLY STIPEND: R4 234.58

CENTRES: Head Office [5], Capricorn District [2], Mopani District [2], Sekhukhune District [2], Vhembe District [2], Waterberg District [2]

REQUIREMENTS: A) Qualifications and Competencies

- A minimum of Grade 12 [Matric] plus National Diploma in Information Science at NQF level 6.
- Computer literacy.

(B) Knowledge and Skills

- Working experience as Data Capturer, Patients Records and Administration in Health facilities.
- Web District Health Information System, Excel, Community outreach information management system.
- Patients Records Management.
- Ability to speak, read and write English and any other local language.

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**ADVERTISEMENT OF WORK OPPORTUNITIES FOR EXPANDED PUBLIC WORKS PROGRAMME [EPWP]
POSITIONS IN THE DEPARTMENT OF HEALTH UP TO 31 MARCH 2026**

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THE END