UNIVERSITY OF ZULULAND

The University of Zululand subscribes to the principles embedded in the Employment Equity Act

Campus Health Clinic
Data Capturer
Grade 11
Ref: SSD2020/11/DM48

Minimum Requirements:

- National Diploma (NQF Level 5)
- 2 years' experience of Secretarial services or data capturing and experience working in a customer focused environment

Knowledge:

- Tier.net program
- Msword and excel

Skills:

- Communication (written and spoken: English and IsiZulu)
- Interpersonal skills
- Time management
- Data management

Behavior/Attributes:

- Professional
- Honest and reliable
- Maintain confidentiality
- Teamwork

Key Responsibility Areas:

- Clinic Information Management
- Compilation of report on data collected
- Treatment compliance management

Closing date: 29 November 2020

To apply please log on to **PNET** (www.pnet.co.za) and submit your application.

1. **Communication will be entered into with short-listed candidates only.**
2. **No hand delivered or posted applications will be accepted.**
3. **Candidate needs to live within a radius of 50 kilometers from Unizulu, KwaDlangezwa Campus.**

"While UNIZULU strives for equal opportunities, preference will be given to suitable candidates in terms of the University's equity policy"

The University reserves the right NOT to make an appointment.