
Objective

I seek challenging opportunities where I can fully use my skills for the success of the company.

Experience

- **Department of StatisticsSA** October 2022 - December 2023
Survey Officer
Income and Expenditure Survey.
Visiting sampled households for data collection.
Navigating to the correct household.
Alerting the public about the project and upcoming projects of StatsSA.
Provide support on completion of a diary to sampled household.
Coicop coding and transcribing the diary.
Ensuring to get a completed questionnaire.
- **Department of StatisticsSA** June 2022 - July 2022
Fieldworker
Post Enumeration Survey.
Collecting data.
Revisiting household that were not counted.
- **Maternal Adolescent and Child Health** March 2017 - September 2020
Linkage Officer
To interact with clients in health facilities, and assist them to access HIV and TB related service within and between the facilities they are already accessing.
Assist clients who have been referred to health services
Provide health promotion and health education talks in facilities
To track whether clients receive comprehensive advice and/or care and assist clients to access these services
Contact and trace patients who have interrupted treatment and those who have missed appointments
To compile weekly and monthly reports and maintain accurate records of all patients brought back to care
Conduct client follow up of clients referred for services.
- **Maternal Adolescent and Child Health** March 2015 - March 2017
Admin Assistant for Medical Male Circumcision Department
Ensure timely submission within stipulated deadlines of collated information to Supervisor for validation.
Print Standard reports as and when required.
Verify the integrity of the data through comparisons with previous month's data.
Perform regular back-ups of information to ensure that information is safe and accessible when required.
Ensure that all the equipment is sent to the correct facility.
- **Maternal Adolescent and Child Health** October 2013 - February 2015
Data Capturer
Capturing data daily and any other health information that may be introduced in the health facilities.
Participating in District wide outreach campaigns and camps.
Checking if clients have the correct documentation.
Making sure that Medical Male Circumcision data received is complete and correct.
- **Fronline Market Research** April 2011 - March 2012
Fieldworker
Meeting and liaising with clients.
Writing and managing surveys and questionnaires.
Preparing briefs and commissioning research.

Education

- **Oxbridge College** 2017
HIV/AIDS Management
- **Isett Seta** 2007
System Support
- **Claiwood High School** 2001
Matric

Skills

- Presentation Skills, Listening skills, Good Interpersonal Skills, Leadership skills and Report writing skills, Good communication skills

Reference

- **Sphelele Mazibuko - "Department of StatisticsSA"**
District Survey Coordinator
031 304 0902/079 145 1432
- **Mawonga Dlamini - "Department of StatisticsSA"**
District Survey Coordinator
031 304 0902/060 346 2757
- **Mishack Khathi - "Maternal Adolescent and Child Health"**
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