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ADMINISTRATION ASSISTANT (24 MONTHS) (MASIPHUMELELE)

The Desmond Tutu HIV Foundation (DTHF) is a registered non-profit organisation focused on the pursuit of excellence in research, treatment, training and prevention of HIV and related infections in Southern Africa.

We are currently recruiting for an experienced Administrative Assistant to provide support to the Office Manager at the Masiphumelele Research Office. The ideal candidate should be professional, organised and capable of dealing with all aspects of a project, from big-picture organisation to minute details.

Requirements:

- Matric or equivalent qualification; Secretarial or Office Administration qualification will be advantageous
- At least 2 years working experience in an administrative position
- Strong organizational and time management skills
- Ability to co-ordinate, multi-task and work under pressure and to deadlines
- Excellent written and verbal communication skills
- High level of computer literacy (word processing and spreadsheets)
- Be pro-active and must show initiative
- Must be meticulous and able to show attention to detail;
- Be able to work individually as well as in a team environment

Responsibilities

- Use computer word processing, spreadsheet, and database software to prepare reports, memos, and documents
- Sort incoming mail, faxes, and courier deliveries for distribution
- Prepare and send outgoing faxes, mail, and courier parcels
- Purchase, receive and store the office supplies ensuring that basic supplies are always available
- Code and file material according to the established procedures
- Back-up electronic files using proper procedures
- Provide secretarial and administrative support to Principal Investigator, Office Manager and other staff
- Make travel, meeting and other arrangements for Principal Investigator and other staff
- Coordinate the maintenance of office equipment
- Process accounts payable ensuring timeliness and accuracy of information
- Administer petty cash according to established procedures
- Assist with financial reports as required

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Association Incorporated under Section 21: Registration No: 1999/005072/08
Public Benefit No: 18/11/12/51 NPO Ref No. 148-956
Directors: Prof R Wood; Prof L-G Bekker; Ms Z Ebrahim; Ms T Tutu-Gxashe;
Mr P Grant; Ms M K Ndebele; Mr C Abrahams
www.desmondtutuhivfoundation.org.za

- Prepare meeting agendas and supporting material for distribution
- Draft minutes of Team meetings
- Create action list for staff from Team meetings

To apply, quote Job reference, submit CV, motivation letter with certified copy of highest qualification and details of three (3) current contactable referees to: Attention HR Manager Jobs@hiv-research.org.za by 20th May 2016 Job reference: #DTHF/C007

NB: Only short-listed candidates will be contacted. We are committed to equity in our employment practices. It is our intention to appoint individuals with the aim of meeting our equity objectives. We reserve the right not to appoint if no suitable candidates are identified.

This job may be removed before it expires.

If you are a foreign national applying for this position please attach a copy of your work permit to your application.

If you have not heard from us within two weeks after the closing date please consider your application as unsuccessful.

Desmond Tutu HIV Foundation is a child friendly organisation committed to the protection of children.

For more information about the organization please visit our website at www.desmondtutuhivfoundation.org.za