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ADMINISTRATIVE ASSISTANT 12 MONTHS GUGULETHU

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 invite applications for the above-mentioned, one year Fixed-Term contract post based at the HO in Observatory & Gugulethu Research Office in Gugulethu, Cape Town

Requirements:

- Grade 12; Secretarial or Office Management qualification will be advantageous
- At least 3-5 years working experience in an administrative position
- Excellent computer literacy (MS Office)
- Must have a valid driver's licence and willing to travel between sites
- Strong communication skills, both verbal and written with proficiency in English (Xhosa and/or Afrikaans will be advantageous)
- Strong organizational and time management skills
- Ability to co-ordinate, multi-task and work under pressure and to deadlines;
- Able to solve problems and work according to high work standards
- Be able to work independently as well as in a team environment

Responsibilities

- To set up and maintain online cashless banking system
- Setup SOP's to ensure accurate disbursement of all incentives
- Ensure that clients are reimbursed whilst on site
- Ensure cashless disbursements are reconciled with recruitment data
- Assist Site Grant Administrator and Principal Investigator (PI) with administrative duties
- To manage all adhoc site related repairs and building maintenance efficiently and effectively
- Perform other research related duties as assigned

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 28th September 2016 Job reference: #DTHF/C024

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.

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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

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