



Level 1, Wernher Beit North Building, Faculty of Health Sciences  
Anzio Road, Observatory, Cape Town, South Africa

P O BOX 13801, MOWBRAY, 7705, Cape Town, South Africa  
(T) 27 021 406 6966 (F) 27 021 406 6255  
VAT No. 4750185565

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## ADMINISTRATIVE ASSISTANT ONE YEAR 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.**

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
- Budgeting and financial skills
- Human Resources Administration skills
- 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), including basic Information Technology (IT) skills
- 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

**Values fit: Passion Innovation Progress Integrity Respect Excellence**

### Responsibilities

- Assist Facility Manager in coordinating maintenance, repair and replacement of facility infrastructure and equipment.
- Assist Facility Manager in maintaining resource database for site
- Assist Facility Manager & Senior Grants Administrator in preparation of infrastructure budgets and forecasting
- Assist Facility Manager and Laboratory Manager in the coordination of routine and emergency infrastructure & equipment checks and health and safety drills
- Assist Facility Manager & DTHF IT to maintain telephonic, email and internet connectivity
- Support MRS Strategic & Operations Groups in the coordination HR leave schedules, daily attendance, Timesheet collation and returns, IPP bi-annual & annual review scheduling and returns
- Support MRS Strategic & Operations Groups in HR recruitment
- Manage MRS Petty Cash

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PASSION | INNOVATION | PROGRESS

Association incorporated under Section 21 registration no. 1999/005072/08 : NPO no. 148-956  
Public Benefit no. 18/11/12/51

Directors: Prof R Wood; Prof L-G Bekker;

Ms Z Ebrahim(Chair); Ms T Tutu-Gxashe; Mr P Grant; Ms M K Ndebele; Mr C Abrahams; Dr M Sienaert

[www.desmondhutuhivfoundation.org.za](http://www.desmondhutuhivfoundation.org.za)

- Assist MRS Project Purchaser
- MRS day-to-day purchasing via credit card facility

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](mailto:Jobs@hiv-research.org.za) by 18<sup>th</sup> November 2016 Job reference: #DTHF/C028. Incomplete applications will not be considered.

*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.*

I understand and accept that, by applying for this role, I authorise Desmond Tutu HIV Foundation in its capacity as employer, to access my personal information stored, and to utilise said information for recruitment purposes for this role.

*This job may be removed before it expires.*

*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](http://www.desmondtutuhivfoundation.org.za)**