**Administrative Support Co ordinator**

The Desmond Tutu HIV Foundation’s mission is the pursuit of excellence in research, treatment, training and prevention of HIV and related infections.

DTHF seeks to appoint a Administrative Support Co Ordinator. This full time 1 year fixed term contract position will be based at DTHF’s Masipumelele office in Sunnydale, Cape Town.

**Essential Requirements:**

* Grade 12 with relevant Financial Accounting Diploma
* Minimum of 3 years working experience within similar role
* Fully computer literate including advanced excel skills
* Experience in SAP/ ERP systems
* Valid code 08 driver’s licence
* Good communicator – written and oral
* The ability to multi task and work on multiple projects
* Strong organising, problem solving and planning skills

**Financial administration:**

* Control and maintain petty cash floats
* Solely responsible for credit card purchases for the site in accordance with UCT/DTHF procedures and contractual requirements
* Control & reconcile credit card purchases for the site & submit monthly reconciliations to head office
* Assist the Grant & Project Administrators with monthly reports by importing and collating all supporting documents
* Assist with project audits ( internal and external)
* Prepare basic financial transactions : journal entries, petty cash journals, AP invoicing, credit notes, purchase requisitions

**General Administration**

* Perform and ensure adequate follow-up on all staff requests and requirements on site
* General site Administration – ensure building, asset & equipment maintenance
* Manage project assets by informing Asset Coordinator of purchases and movement
* Procurement – sourcing suppliers, obtaining quotes, obtaining approvals, following up with suppliers, obtaining invoices and ensuring that it gets sent to Head office for payment.
* Co-ordinate all site events including logistics – catering, transport, stationery, supplies, equipment
* Co-ordinate local and international travel arrangement for site staff according to UCT/DTHF procedures and contractual requirements
* Co-ordinate monthly time sheet collection & orientate new staff on time sheet procedure
* Fleet administration – Co-ordinate daily booking of vehicles, booking of services, ensuring timeous repairs & maintenance of vehicles
* Supervision of cleaning staff x 3 – weekly rosters, compiling performance plans, conducting IPP’s
* Co-ordinate daily board room bookings
* Ensure adequate cleaning and participant supplies

**Salary range:**

* R9, 500 – R12,500 (no benefits offered)

Please send an application letter, quoting the name of the position you are applying for and a CV which includes the names and contact details of at least two professional references to: The Human Resource Manager via email: jobs@hiv-research.org.za or facsimile: 021 650 6963 by the **01st July 2015**

*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 candidate is identified.*

*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 you application as unsuccessful.*

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

*For more information on our organisation please visit our website at* [*www.desmondtutuhivfoundation.org.za*](http://www.desmondtutuhivfoundation.org.za)