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## DRIVER 6 MONTH CONTRACT PHILLIPI

**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.**

### Requirements:

- Grade 12 and preferably a certificate in office management/ administration
- Code 10 drivers licence
- Routine maintenance on small/ medium commercial vehicles
- Administrative skills will be advantageous
- MS office proficiency
- Ability to function in a team
- Willingness to travel and work irregular hours, including weekends
- Maintain strict client confidentiality

### Responsibilities

- Driving the Tutu Tester Mobile Clinic daily to pre-arranged sites in the Cape Metro Area
- Oversee arrival and departure procedures
- Register clients in the field, Pack and unpack equipment
- Maintenance of all Tutu Tester Project equipment
- Make arrangements for the Tester and project support vehicles to go for an annual service
- Arrange for the generator to be serviced according to the required schedule
- Technical maintenance of Tutu Tester Project vehicles
- Operating of and maintenance of the biometric client registration system
- Capturing study forms on the biometric database and filing forms
- Perform admin and related duties as and when required

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 20 July 2016 Job reference: #DTHF/C016

*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.***

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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; Dr M Sienaert ; Mr C Abrahams

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

*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)**