



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

Finance Officer 2 Year contract 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 have fantastic job opportunities across our businesses for talented people wanting to realize their full potential. Could that be you? If so, I invite you to explore the possibility of joining us to play your part in Desmond Tutu HIV-Foundations' exciting future.

The Desmond Tutu HIV Foundation is currently recruiting for an experienced Finance Officer to ensure smooth financial administration and management of projects and provide financial administration support to the Senior Finance Officer, Project Leaders and on-site clinical research staff. The ideal candidate should be professional, organised and capable of dealing with all aspects of finance and procurement within a diverse multi-disciplinary research team.

Requirements:

- National Diploma in finance and/or related field of study
- Minimum of 2 years in project/small business administration and financial administration
- Grant administration experience within academic or research environment will be advantageous
- Computer literacy in Ms Office (Intermediate) and working knowledge of SAP
- Excellent verbal and written communication proficiency in English
- Valid code 08 driver's license
- Ability to work efficiently
- Strong planning and organizing skills
- Attention to detail
- Problem solving and decision making skills
- Excellent work standards
- Client focus

Values fit: Passion Innovation Progress Integrity Respect Excellence

Responsibilities

- Manage projects assets by informing Asset Coordinator of purchase and movement
- Support Project Leaders and Site Manager with their financial administrative duties
- Monitor monthly expenditure allocations in SAP
- Manage and reconcile monthly Petty Cash
- Prepare monthly budget vs expense reports

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.desmondtutuhivfoundation.org.za

- Salary allocation management – project current month allocations for assigned projects
- Support grant application process through accurate and appreciated budget development

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 22nd November 2016 Job reference: #DTHF/C029. 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