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FINANCE AND PROCUREMENTS OFFICER 3 – YEARS OBSERVATORY

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 Desmond Tutu HIV Centre is currently recruiting for an experienced Finance and Procurement Officer to provide support to the Project Resources Manager at the Centre's Head Office in Observatory. 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:

- Bachelor of Commerce Degree
- 3-4 years' experience in finance administration and procurement
- Grant administration experience within a Tertiary Institution context will be advantageous
- Computer literacy in MS Office applications and SAP
- Code 8 driver's license
- Strong verbal and written proficiency in English
- Analytical and Problem Solving Skills
- Strong planning and organizing skills
- Problem solving and decision making skills
- High work standards
- Attention to detail
- Client focus

Responsibilities

Finance

- Processing payment requisitions to Grant Funders
- Process financial transactions
- Process internal journal vouchers and transfers between funds
- Reconciliation of Financial Statements
- Troubleshoots and solves problem to resolve routine financial errors and discrepancies
- Maintains computerized accounting systems
- Processes international financial transfers, calculating appropriate exchange rates and updating reports as required
- Compile and submit monthly credit card clearances

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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.desmondtutuhivfoundation.org.za

Procurement

- Process purchase requisitions / orders
- Establish and negotiate contract terms and conditions, and maintain supplier relationships
- Work with internal and external stakeholders to determine procurement needs, quality, and delivery requirements
- Administer contract performance, including delivery, receipt, warranty, damages and insurance
- Reconcile or resolve value discrepancies
- Comply with and maintain knowledge of applicable rules, legislation, regulations, standards, and best practices

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 29 July 2016 Job reference: #DTHF/C017

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.

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