



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

IAVI Fellowship Program Administrator 2 Year Fixed Term Contract Head Office – 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.

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.

Main Purpose

The main purpose of this role is to administer and coordinate the administrative activities of the IAVI Fellowship Program. The Fellowship Program Administrator will also be responsible for the promotion and marketing of the Program and the day-to-day fellowship program administrative functions. The incumbent will also serve as administrative support to the Fellowship Program Manager and Fellows.

Requirements:

- Bachelor's degree or equivalent
- Project administration & coordination and preferably within an academic research environment (at least 3 years)
- Computer Literate: Ms Office (Intermediate)
- Valid Driver's license
- Good communication & interpersonal skills
- Excellent organizational and time management skills
- Ability to co-ordinate, multi-task and work under pressure and to deadlines
- Excellent written and verbal communication 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

Essential Duties:

- Responsible for day-to-day fellowship program administrative functions; completion of training verification forms, vacation/sick leave etc.
- Monitoring, evaluation and reporting of Program activities.
- Promotion and marketing of the Program.
- Serve as administrative support to the Fellowship Program Manager and Fellows.
- Provide problem solving/solutions to many varied types of issues.
- Supervise the production/distribution of, conference lists, orientation packs, and course outlines.
- Plan, develop, and coordinate orientation program for incoming and continuing fellows.
- Supervise the organization, audio/visual needs, and catering for meetings, conferences, events, certificate luncheons, and dinners.

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

- Provide direction, training, and oversight for fellow training activities (including administrative, educational, and financial issues)
- Works with Human Resources to ensure fellows are paid on time and accurately.
- Responsible for first phase of Fellow Selection process by screening fellow applications and in conjunction with the Program Manager, develop plans for resolution of various confidential fellow issues (i.e. poor academic performance, behavioural problems, substance abuse, etc.)

Values fit: Passion Innovation Progress Integrity Respect Excellence

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 (Date) 17th November 2016 Job reference: #DTHF/C030.

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.desmondutuhivfoundation.org.za