On-Site Conference Assistant

ICAP is seeking a temporary employee (students welcome) to assist with a training course on Quality and Quality Improvement to be held at the Mount Nelson Hotel in Cape Town, South Africa from 9-14 November 2014. The temporary employee will be required to work approximately 45–65 hours between 6 November and 15 November, with the bulk of these occurring between 10 November and 15 November.

**Requirements:** • Prompt, reliable, flexible, and professional demeanour

•In addition to being available from 10-15 November, the ability to participate in two brief planning calls in advance of the meeting and have some availability from Friday to Sunday, 7-9 November • Own daily transportation to the Mount Nelson Hotel • Proficient in all Microsoft Office applications, particularly PowerPoint and Word • Interest in quality improvement and HIV (helpful but not required).

**Responsibilities:** • Prepare print and distribute participant materials • Interface with hotel staff and vendors (such as printers) • Assist the Training Officer with preparing the meeting rooms • Take notes • Perform other duties as assigned.

The temporary hire will report to Ms Allison George, the Course Training Officer.

**Kindly e-mail your application and a detailed CV, with 3 contactable**

**employment references, to pc2508@columbia.edu for attention Pumza**

**Cembi. Please indicate the job title in the subject line.**

**Closing date:** 12 September 2014