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OPERATIONS ADMINISTRATOR 1 YEAR DTHF H/O UCT

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.

Requirements:

- Relevant tertiary degree, diploma or certification
- Two years working experience in a clinical research environment advantageous
- Candidates must have current or previous experience in a similar role
- Good Clinical Practice (GCP) Trained
- Valid Driver's license
- Administrative Skills
- Excellent communication and interpersonal skills
- Coordination skills
- Planning and organizing skills
- Strong organizational skills
- Detail orientated Able to work as part of a team

Values fit: Passion Innovation Progress Integrity Respect Excellence

Responsibilities

Non-Clinical Projects Administration

- Monitoring of non-clinical project progress
- Ensure appropriate tracking of projects in Project Management Database
- Ensure cost control through budgeting and expenditure by ensuring efficient use of project resources
- Input and collate Project Reports

Training

- Compile a skills development monthly reports
- Coordinate all logistics related to training activities
- Maintenance of training records
- Management of the CPD annual accreditation process
- Management of the training portal on the departments intranet.

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

- Admin support the implementation of department research skills development programme

CTU General Support

- Event planning
- Develop a customer satisfaction index
- Ensuring real time administrative functions are performed accurately and timely
- Administratively support Lab and Pharmacy Leads in the delivery of indicators as per the grant award
- Coordination of departmental travel process
- Stationary stock control
- Departmental asset management

Other

- Organize, plan and coordinate site and project specific meetings and take minutes as 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 by 7th February 2017 Job reference: #DTHF/C059. Incomplete applications will not be considered. Only on-line applications submitted via our jobs portal will 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