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PROJECT PURCHASER: TWO YEAR CONTRACT 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.

Introduction:

Such a person would be working in a research environment, need to be service delivery oriented with an interest and skills in procurement and payment administration.

Requirements:

- Matric with accounting or 1 year bookkeeping Diploma will be advantageous
- Minimum of 3 years' experience in purchasing or financial administration
- Previous experience in an academic research, clinical or public health environment is advantageous
- Valid Code 08 Driver's Licence
- Good numeracy skills
- Good computer literacy (MS Word, Excel, Internet)
- Familiarity with the SAP B1 (or R/3) accounting system would be advantageous
- Ability to multi-task, work under pressure and to work independently and accurately with minimal supervision
- Good communication and interpersonal skills
- Ability to work methodically, efficiently and meticulously

Responsibilities:

- Purchasing in line with financial policies and procedures with appropriate authorization
- Selecting vendors for optimal cost, quality and delivery time
- Following up on all outstanding deliveries, invoices and payments
- Providing purchasing reports and information to Project Finance Manager
- Communicating purchasing policy and procedures to the DTHF staff

Salary range:

- R14,400.00 pm (no benefits offered)

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 18 March 2016 Job reference: #DTHFC003

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.

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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; Mr C Abrahams
www.desmondtutuhivfoundation.org.za

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.desmondtutihivfoundation.org.za