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RECEPTIONIST MASIPHUMELE

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.

Requirements:

- Matric (Grade 12) with Secretarial/ Office Management qualification, or 2 year's relevant experience in a research environment
- Fluency in English and at least one other official language
- Friendly disposition coupled with sound interpersonal and communication skills
- An ability to be polite but firm when dealing with difficult, impatient or upset people
- Excellent client / customer service skills
- Computer Literate: MS Word, Excel, Access/Database, Internet, email
- Strong administrative, planning and organizational skills
- Takes initiative
- Ability to effectively follow-up on matters

Responsibilities:

- Be the first point of contact with visitors and guests and deal efficiently and effectively with all client queries
- Secretarial duties as assigned by Study Co-ordinator / Manager or delegated Authority
- Answering and screening telephone calls and taking messages
- Assist with: Receiving all incoming correspondence or mail for the unit, data capturing or data administration
- Liaising with various personnel within the MRO
- Ensure that noticeboards, files and archives are up- to- date
- Ensure that reception area is neat and tidy at all times
- Coordinate maintenance of office equipment
- Faxing, photocopying and scanning of documentation
- General Ad Hoc duties: Walking to different offices to deliver or collect documents, checking the meter reading on copying machine (if applicable), ensuring fax machine, printers and photocopier have sufficient paper / toner and so forth

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 9th September 2016 by 4pm Job reference: #DTHF/C022

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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

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