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Program and Social Media Administrator 2 Year Fixed Term Contract Desmond Tutu HIV Foundation – Head Office

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 role comprises of the Program Administration function to provide effective, efficient, high quality administrative services and support as an Administrator of the Adolescent Centre of Excellence (ACoE). The Social Media function would be to develop and implement the Social Media Marketing Plan. Also, the incumbent will develop and post content across main social media platforms, engage and grow with online communities and influencers.

Requirements:

- Tertiary Qualification: preferably Marketing, Media & Communications or a related field
- At least 2 years administrative working experience
- High level proficiency on social media platforms with an in-depth working knowledge of Facebook, Twitter, Google+, LinkedIn, Instagram and YouTube
- Valid Driver's Licence and own vehicle
- Strong organizational and time management skills
- Ability to co-ordinate, multi-task and work under pressure and fulfil deadlines
- Strong written and verbal communication skills – Proficiency in English (IsiXhosa will be advantageous)
- High level of computer literacy (word processing and spreadsheets), including basic Information Technology (IT) 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:

- Travel arrangements for all staff, postdocs, students (includes, visa applications, accommodation and car-hire, S&T, conference registration, etc.)
- Arrange courier shipments
- Arrange functions and events – booking venues, organising catering, parking, etc.
- Responding to student / staff / visitor queries
- Liaise with Senior Administrative officer of Department or IDM Executive Assistant, as required
- Contact Maintenance Department (P&S) when items in office require repair/installation

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

- Maintain electronic and paper-based filing systems for record-keeping
- Maintain records of deadlines such as progress reports
- Perform any other reasonable ad hoc
- Assist with the coordination of HR leave schedules, daily attendance, Timesheet collation and returns, IPP bi-annual & annual review scheduling and returns
- Social Media Administration and monitoring

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 28th November 2016 Job reference: #DTHF/C031. 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.