

Advert reference number: PM 0031 – 2018

Operations Coordinator (National)

As the purpose and objective of this project is to directly support the Department of Basic Education, applications from candidates currently employed by the Department of Basic Education will not be considered as we are committed to strengthening the capacity and commitment of SAG sectors.

Wits RHI, with the funding from USAID, will be implementing a School-Based HIV and Gender Based Violence Prevention Program, a 5-year co-operative agreement that will support the South African Government to reduce the incidence of HIV infection and violence among in-school adolescents 10-19 years as well as educators and support staff across four provinces in South Africa (Gauteng, KwaZulu Natal, Mpumalanga and Western Cape). This will be achieved by assisting the Department of Basic Education to implement 1) comprehensive sexuality and HIV prevention education; 2) the National School Safety Framework and SAFE schools programme; and 3) facilitate linkage to care for comprehensive SRH, HIV prevention care and support, post violence and psychosocial services.

Founded in 1994, Wits RHI is a renowned African institute in a world class African university, which works to address some of the greatest public health concerns affecting our region, including HIV and its related problems, sexual and reproductive health, and vaccinology. We use a multi-pronged approach to improve health outcomes at both national and global levels and have a vast research and programmatic footprint across the region. The Institute is a WHO and UNAIDS collaborating centre and UNFPA strategic partner.

Wits RHI is seeking to hire a National Operations Coordinator

Main purpose of the job

- To deliver a comprehensive approach to operational efficiency in a specified geographical area by assisting the Schools Programme team with all operational functions, systems and processes.

Location

08 Blackwood Avenue – Parktown, Johannesburg

Key performance areas

- Typing and drafting of documents, including letters, memo's and reports when required.
- Perform general office duties when required including minute taking, printing, co-ordinating meetings and training sessions.
- Provide operational and administrative support to the IS team
- Integrate effectively with WRHI Operations Team as and when required.
- Provide daily support and co-ordination of procurement and administration including but not limited to travel, meetings, all IT related support, stationery and consumables, training logistics, asset management and control, centralised reporting collation, reconciliation's and dissemination of information.
- Ensure implementation and maintenance of all Standard Operating Procedures.

The Wits Health Consortium will only respond to shortlisted candidates. Candidates who have not been contacted within two weeks of the closing date can consider their applications unsuccessful. In accordance with our Employment Equity goals and plan, preference will be given to suitable applicants from designated groups as defined in the Employment Equity Act 55 of 1998 and subsequent amendments thereto.

- Provide training and up-to-date information to staff on new and existing policies, procedures and SOP's when required.
- Ensure compliance with respect to donor and or provider's requirements..
- Ensure timeous monthly submission of HR related documents (leave forms and timesheets.
- Arrange travel for teams and manage and submit all claims to Finance
- Follow up daily with finance and procurement on open queries/tasks
- Book meetings and conference venues and be point of contact for all delegates to manage attendance registers and required travel and accommodation.
- Assist IS Office Manager with compiling reports and disseminate to relevant internal and external stakeholders.
- Participate actively in the generation of required donor reports and other Wits Institute reports if and when required.
- Participate in regular planning sessions with project Teams to ensure efficient and effective operational support.
- Familiarity with USAID compliance policies and procedures as it relates to operations (procurement, travel, meetings etc.)

Required minimum education and training

- Relevant certificate or diploma in Business Administration

Required minimum work experience

- 4 Years' office administration experience in a medium to large sized organisation.
- Working knowledge of operations and financial systems and processes.
- Computer literate in standard MS Office packages.
- Valid driver's license.

Desirable additional education, work experience and personal abilities

- Some exposure to project management/NGO environment would be useful.
- Experience working in a donor-funded organisation or NGO.
- Exceptional organization and administrative skills with working knowledge of MS Office.
- Own, reliable transport preferred.
- Able to maintain confidentiality, tact and professionalism at all times.
- Able to exercise discretion, high levels of initiative and independent decision-making.
- Must be assertive, confident and adaptable.
- Self-motivated, able to work independently and work as part of a multi-disciplinary team.
- Positive, energetic, team player.

- Ability to adapt to complex situations, ability to manage stress, self-starter, ability to deliver goals pro-actively, creative thinker, goal-orientated.
- A thorough and accurate approach to work.
- Attention to detail.
- project operations in a developmental environment will be an added advantage
- Excellent communication skills.

Should you be interested in applying for this vacancy, please submit (1.) a cover letter (maximum one page) that clearly states which vacancy you are applying for and (2.) a detailed CV to: **Puleng Makau at Vacancy7@wrhi.ac.za** **Subject Heading of email must read: Advert reference number: PM 0031 – 2018 and Job Title of position applied for.**

Those applicants that do not adhere to the above will not be considered for the respective position applied for.

The closing date for all applications is 15 January 2019.