

VACANCY

Programme Administrators

12 February 2019



SUMMARY	
Vacancy	2 x Programme Administrator
Role description	NACOSA is looking for a suitably qualified candidate to support the relevant programme managers to manage and coordinate the implementation of a funded programme aimed at HIV and TB prevention, care and treatment.
Location	Cape Town (1) and Pretoria (1)
Questions to	hr@nacosa.org.za
Application	hr@nacosa.org.za
Deadline	24h00 on Wednesday, 20 February 2019

South Africa has the highest number of people living with HIV in the world – over 7 million people. To turn the tide on HIV and AIDS, we need to bring all sectors of society together and strengthen the community systems that support people.

NACOSA is a networking organisation that brings communities together to tackle HIV and its impact on vulnerable people. We have a 19 year track record of working with donors, government and communities to strengthen community systems and turn the tide on HIV, AIDS and TB.

We do this through mobilizing our network of over 1,700 organisations, promoting dialogue between government and affected people, building capacity with accredited training, mentoring and technical assistance and channeling resources to support service delivery on the ground, particularly for children and youth, key populations and women and girls.

The Programme Administrator role

The Programme Administrator position supports and delivers on administrative tasks related to a specific HIV/AIDS/TB programme implemented in selected districts in South Africa, reporting to the Programme Specialist.

The key responsibilities of the role are:

- Day to day office management and administration assistance to the programme specialist/manager and programme team
- Communication with contracted implementers as required
- Travel arrangements (flights, accommodation, shuttles, etc) for implementers and staff for meetings, trainings and events
- Monitoring deliverables of implementers and feeding back to the programme specialist as required
- Assist with procurement administration, including obtaining quotes from suppliers for programme related services, submitting invoices to Finance
- Develop and maintain a network of working level external contacts
- Liaison with third parties (ie caterers) as required
- Assemble materials (stationery, printing, etc) for meetings and trainings
- Perform work related errands, including going to the post office, bank, shops
- Arrange and take notes for meetings

- Document management and filing, including electronic filing
- Networking as required
- Maintain office supplies and equipment inventory as required
- Maintain administrative records including meeting minutes and reports
- Any other duties as required by the project

Qualifications, skills and Experience required

- Matric certificate or equivalent NQF qualification.
- An Office/Business Administration Diploma would be a strong recommendation.
- Strong computer knowledge (Excel, Word and PowerPoint, E-mails, Internet).
- At least 3 years Administrative and / or PA experience.
- Strong attention to detail and meticulous organisational skills.
- Good knowledge of venues and accommodation within the Gauteng province.
- Previous experience arranging flight bookings, handling training logistics.
- Be fully conversant in spoken and written English and be able to communicate at ease with all levels of staff and clients.
- A working background in the NGO field will be an added advantage
- Valid driver's license

Personal Competencies

- Sound interpersonal relations and professional customer service orientation
- Ability to multi-task, juggle schedules and deal with short deadlines
- Attention to details
- Organisational and problem-solving skills and ability to prioritize

Remuneration will be competitive, based on skills and experience.

To apply:

- Forward your most recent CV to hr@nacosa.org.za
- Complete and submit the [NACOSA Employment Application Form](#).

CLOSING DATE: 24h00 on 20 February 2019

PLEASE NOTE:

- Only short-listed candidates will be contacted. If you have not been contacted within 2 weeks consider your application as unsuccessful. NACOSA reserves the right not to make any appointment in this position.
- NACOSA respects the privacy of its stakeholders and will treat all personal information provided in line with our recruitment policy and in accordance with the Protection of Personal Information Act.

NETWORKING HIV & AIDS COMMUNITY OF SOUTHERN AFRICA - NACOSA

Head Office: 3rd Floor, East Tower | Century Boulevard | Century City | Cape Town

t. 021 552 0804 | f. 021 552 7742 | e. info@nacosa.org.za

NPO 190-030 | PBO 930056308 | NPC 2015/448924/08

VAT Number: 484 024 0990 | Section 18A Tax Exempt

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