

PROJECT ADMINISTRATOR: North-West Province
REF: NW-PRGM008

WHO IS HIVSA

HIVSA is a non-for-profit company established in 2002 and is a strategic partner of Provincial Department of Health and Social Development. We innovatively transform and empower individuals, socio-economic and health challenges that burden communities.

MAIN PURPOSE OF THE ROLE

The CAFHE Administrator is responsible for the development and maintenance of a quality, organized and workable administrative system for the program that ensures effective and efficient linkages between the program and sub-partners participating in the program.

Minimum Requirements:

Education:

- Minimum of a Diploma in Social Auxiliary work, Administration, and Social Sciences

Experience:

- Minimum of 2 - 3 years' experience in an administrative / Community Based Organization (CBO) environment.

Competencies / Skills / Attributes / Knowledge:

- Ability to work with people, serve internal staff and build relationships.
- Demonstrated ability to pay strong attention to detail and show accuracy when working with sensitive information.
- Computer literacy to work mainly on the MS Office suite and PTRAIL.
- Proven ability to exercise self-discipline and time management, and ability to prioritise tasks and work to meet deadlines.
- Excellent communication skills, both written and verbal, and telephonic.

Working Environment:

- Based at HIVSA's Offices located in the North-west province.
- Support program teams based in other regions as and when needed.
- Participate in some level on-site based activities to support program and implementation which include donor or other stakeholder site visits.

Additional Organizational Requirements:

- Valid driver's license may be preferred.

Key Performance Areas:

- **Financial Management** - Monitoring of HIVSA assets (power banks, routers, modems, laptops, cellphones etc), stationery and vouchers, using inventory and tracking lists, and working closely with procurement.
- Tracking assets and stationery for the program using existing inventory lists and preparing required documents to ensure effective and efficient use of resources.

Company Registration Number: 2002/006774/08 | PBO Number: 930016997, NPO Number: 141-568 |
Website: www.hivsa.com | Facebook: HIVSA | LinkedIn: HIVSA |

Directors: J Chinkumbi, (Chairperson), YP Naidoo (CEO), L Nachito, NC Mohajane, S Mohamed

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- **Stakeholder Engagement and Management** - To build and maintain relationships, and provide administrative support to the HIVSA stakeholders – the internal HIVSA staff, as well as external stakeholders such as sub-partners, Department of Social Development, Department of Health, IDC, USAID etc.
 - Ensure effective and efficient linkages between CAFHE programs and all sub-partners participating in the program.
- **Product and Services** - The development and maintenance of a quality organized and workable administrative system.
 - Program HR documents (timesheets, timecards, telephone bill) that are correctly completed are collected and submitted.
 - Filing and maintenance of attendance and training registers, and distribution of timesheets.
 - Taking minutes during meetings
- **Internal Organisational Processes** - Comply with HIVSA processes, policies, SOP's, and systems.
 - Support Project Managers and other team members with program activities.
- **People Culture** - Provide any form of administrative support and service to help the rest of the team meet their goals.

HOW TO APPLY

- Candidates that meet the requirements and are interested in the position should send motivation letter and CV with three contactable referees to:
The HR Manager, HIVSA, e-mail: hr@hivsa.com. Use **Ref Nr: NW-PRGM008** in Subject line.
- **Closing date for application: 3rd June 2024** (Whilst all applications will be carefully considered. Only shortlisted applicants will be interviewed. If you do not hear from us within 21 days of the closing date, this will mean that your application has been unsuccessful.)
- **Compliance:** Kindly provide current and relevant references for background checks. All appointments are subject to the preferred candidates obtaining the necessary security clearance, reference checking and competency assessment.
- **EE:** We embrace employment equity and are committed to the achievement of fair and equal representation of our workforce. Preference will be given to applicants residing in the Northwest Province and candidates from previously disadvantaged backgrounds.