



# BeyondZero

a partner in public health transformation

Beyond Zero(BZ) has been successfully implementing comprehensive services across the HIV and TB care continuum in the Eastern Cape (EC), KwaZulu-Natal (KZN) and Limpopo Provinces in the past 16 years; targeting key and vulnerable populations including adolescents and youths, sex workers (SW), orphans and vulnerable children (OVC) and men who have sex with men (MSM) and people living with HIV amongst others. As one of the 4 nominated Principal Recipient (PRs) in South Africa to lead and provide strategic management, oversight, monitoring and evaluation on the implementation of the Global Fund grant for the period April 2019 until March 2022, Beyond Zero is recruiting to fill the following Positions under the GF funding mechanism.

**Contract duration:** One year fixed term with possibility of extension for 3 years depending on funding availability.

**Anticipated start date:** 1 May, 2019

**Closing date for applications:** 5<sup>th</sup> of April ,2019

**Remuneration:** Market related

## 1 x PA to CEO: EAST LONDON

### Duties and responsibilities

- Provide executive and administrative support to CEO
- Monitor and respond to incoming communications (including complaints) to CEO's office including phone calls, emails and walk-ins
- Manage, coordinate and maintain CEO's diary and e-mail account, with matters relating to meetings, appointments and travel
- Co-ordinate travel and logistics, producing an itinerary for CEO
- Maintain accurate files and other records for the CEO
- Prepare correspondence as and when require
- Co-ordinate and organise logistics for CEO and the Senior Management team for meetings, workshops, conferences etc.
- Secretarial support for meetings as and when required, writing and distributing comprehensive minutes and action points
- Communicating important updates and information to BZ staff as and when required by CEO
- Providing general admin assistance for the office as and when required



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## Minimum requirements

- Degree or Diploma in PA/Secretarial, Administration or equivalent qualification
- 5 years' experience as an Executive Assistant /PA in a highly pressurized work environment a prerequisite
- Ability to work in a flexible manner –out of hours as and when required
- Ability to professionally represent the CEO's office
- Experience successfully working with senior management is essential
- Self-motivated individual with high drive and energy
- Excellent communication and interpersonal skills
- Excellent organisational Skills and ability to multi-task with attention to detail and deadlines
- Good judgement and decision making ability
- Ability to filter information and assess priorities
- Excellent computer skills in the Microsoft Office Package
- Ability to develop and maintain good working relationships at all levels, including during difficult or challenging circumstances
- Ability to exercise discretion in dealing with confidential or sensitive matters





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***By applying for any of the above mentioned positions, applicants consent to BZ to conduct qualification, ID, Criminal and Reference checks on them which form part of its recruitment process.***

***To Apply:*** Cover letters clearly stating the Position being applied for and preferred region/location as mentioned on the adverts, CVs, and copies of qualifications must be forwarded to [\*\*gfreruitment@beyondzero.org.za\*\*](mailto:gfreruitment@beyondzero.org.za)

*NB. Applicants who have not heard from Beyond Zero one month after the publication of these adverts should consider their applications unsuccessful and, any future correspondence from BZ thereof will be limited to shortlisted applicants only.*

*Beyond Zero reserves the right to re-advertise any of the above listed Positions should the need arise and also reserves the right not to fill any of the listed Positions.*

*None South African Citizens and none South African Permanent Residence holders must be in possession of valid documentation authorizing them to work in South Africa.*

*Beyond Zero is an equal opportunity employer.*

*Candidates from key vulnerable populations are encouraged to apply*

