



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: 5th of April ,2019

Remuneration: Market related

PROVINCIAL ADMINISTRATORS:

{1 x EASTERN CAPE} {1 x FREE STATE} {1 x LIMPOPO PROVINCE}

Position description summary: The Provincial Administrators will provide full reception and administrative support services to the BZ offices to ensure the effective and efficient operation of the Offices.

Duties and responsibilities

- Perform receptionist functions for the office
- Provide secretarial duties for the office
- Provide administrative and logistical support for the office
- Coordinate office bookings for meeting, conference, workshop venues and all associated resources needed
- Ensure smooth running of scheduled meetings, workshops, and conferences.
- Maintain relationships with outside vendors (printers, caterers, etc.)
- Act as point person in the office to receive and check staff timesheets & leave forms



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- Order office supplies as and when needed
- Opening and closing of office as per set procedure
- Ensure the security of the office premises and program vehicles
- Fixed assets /inventory handling and recording
- Ensure staff safety on office premises
- Custodian of office petty cash
- Supervision of the general maintenance staff

Minimum Requirements

- Degree or National Diploma in Office Administration or Business Administration
- 3 – 5 years' work experience in a similar Position is a pre-requisite
- NGO work experience will be an added advantage
- Ability to supervise direct reports
- Good prioritization, organizational and time management skills
- Good communication and interpersonal skills
- Excellent telephone etiquette skills
- Finance management skills
- Proficiency in MS word, MS Excel, and E-mail communication.
- High level of professionalism, be results and service oriented
- Ability to work in a highly pressurised work environment with very tight deadlines
- Valid SA driver's license and ability to travel as and when required





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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

