



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 th of April ,2019
Remuneration:	Market related

1 X SENIOR PROJECT ADMINISTRATOR – EAST LONDON

Position Description Summary:

The Senior Project Administrator will lead the BZ administrative function. Incumbent will coordinate and manage administrative responsibilities to ensure provision of efficient and effective administrative and logistical support to BZ.

Duties and Responsibilities:

- Lead the management of the Administration function of BZ
- liaise with key project staff and management to identify and plan for their support needs
- Ensure timely responses to requests for administrative support by staff.
- Ensure availability of necessary resources needed by staff to perform their duties (work stations, IT equipment, stationery, vehicles etc.)
- Establish and maintain relationships with outside vendors and suppliers (printers, caterers, etc.),
- Ensure timely processing and payment of accounts and utility bills for all BZ offices to ensure no interruption of services.



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- Fixed assets/ inventory management
- Manage the operation and maintenance of the organization's fleet in line with BZ fleet policy.
- Ensure compliance and adherence to OHSACT regulations in all BZ offices.
- Supervision of direct reports
- Ensure effective management and use of organizational petty cash in line with BZ petty cash policy
- Compilation of reports as and when required

Minimum requirements

- Bachelor's Degree in Business Administration/Management or equivalent essential.
- Five years of related work experience in a similar position, preferably in an internationally funded NGO is essential
- Excellent time management and organizational, skills
- Financial management skills
- Must be a person of high integrity
- Excellent Interpersonal and communication skills
- Excellent supervisory skills
- Ability to work in a highly pressurized environment with very tight deadlines
- Ability to work efficiently under minimum supervision
- Excellent computer skills in the Microsoft Office Package
- Valid SA driver's license and ability to travel extensively 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

