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| <b>Contract duration</b>             | <b>: 12 Months Fixed Term Contract</b> |
| <b>Anticipated start date</b>        | <b>: 1<sup>st</sup> April 2022</b>     |
| <b>Closing date for applications</b> | <b>: 29 March 2022</b>                 |
| <b>Remuneration</b>                  | <b>: Market related</b>                |
| <b>1X PROGRAMME ASSISTANT</b>        | <b>: EAST LONDON</b>                   |

Beyond Zero (BZ) has been successfully implementing comprehensive services across the HIV and TB care continuum in the Eastern Cape (EC), Free State (FS), KwaZulu-Natal (KZN) and Limpopo Provinces in the past 18 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.

### **Purpose of the role**

The role will be responsible to support the AYP administrative function. Incumbent will coordinate and manage administrative responsibilities to ensure provision of efficient and effective administrative and logistical support to AYP programme.

### **Duties and Responsibilities:**

1. Supports administration of programme related activities, ensuring compliance with GF rules, policies, and procedures.
2. Co-ordinate travel and accommodation arrangements and producing an itinerary for AYP team.
3. Administers logistical planning and execution of events such as internal and external meetings, seminars, conferences, launches, workshops, etc. relating to the AYP team.
4. Maintain efficient and cordial working relationship with all BZ employees and stakeholders.
5. Attending meetings and accurately compiling minutes of the meetings which must be checked by the AYP Manager and circulated to all participants.
6. Keeping records of all minutes that have been prepared and distributed by saving these under the appropriate folder and by keeping copies in the designated files.
7. Screening AYP programme incoming calls and directing calls to relevant person.
8. Receiving/Collecting deliveries and goods.
9. Ensuring that office equipment is maintained and serviced by liaising with service providers and following up on unresolved issues that have been reported and not yet finalised.
10. Conducting monthly inventory stock counts of equipment and keeping standardised records on up-to-date inventory files and forward to the Asset Coordinator.
11. Ensuring that a proper recordkeeping system is in place and that filing is done weekly.
12. Supports the administration of AYP programme expenses and deviations, advise team members on possible cost saving measures, monitors and tracks expenditures.

### **Minimum Qualification, Education and Experience**

- Diploma in Business Administration/Secretarial or equivalent.
- 3 - 5 years of work experience in a similar role within project administration, including budgeting, costing, monitoring, procurement, and logistics.
- Logistical planning experience and organizing travel and conferences is required.
- Experience of working in an NPO environment, will be an advantage.

### **Skills & Competencies**

- Demonstrated ability to assume management and leadership roles.
- Resourceful individual with good judgement and must be able to work diplomatically with stake holders from different backgrounds.
- User- level ability to work with computers and common software used within international donor environment.
- Ability to work under pressure in a highly pressurised environment with very tight deadlines.
- Ability to communicate effectively with different stakeholders.
- Valid driver's license and ability to travel extensively.

***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 [qfrecruitment@beyondzero.org.za](mailto:qfrecruitment@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 reserves the right not to fill any of the listed Positions.*

*None South African Citizens and non-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.*

***By expressing the interest in the position, applicants are consenting in terms of POPI Act for their curriculum vitae be shared with the relevant people authorised to act on behalf of BZ in the recruitment process***