

Contract duration : Fixed Term Contract (Period December 2022 ending March 2025)

Closing date for applications : 06 December 2022

Remuneration : Market-related

2 X CSS SUPPORT OFFICER : EASTERN CAPE/ LIMPOPO

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.

Beyond Zero is one of the four (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

To support the provincial team to develop, implement and maintain programme and project management structures and tools to enable effective management and delivery of change programmes and projects across the organisation. To support Project Managers and project teams to effectively establish, plan, manage, deliver, and control change programmes and projects in line with the project framework.

Duties and Responsibilities:

1. Perform receptionist functions for the office.
2. Provide secretarial duties for the office.
3. Provide administrative and logistical support for the office.
4. Coordinate office bookings for meeting, conference, workshop venues and all associated resources needed.
5. Ensure smooth running of scheduled meetings, workshops, and conferences.
6. Maintain relationships with outside vendors (printers, caterers, etc.)
7. Act as point person in the office to receive and check staff timesheets & leave forms.
8. Order office supplies as and when needed.
9. Opening and closing of office as per set procedure.
10. Ensure the security of the office premises and program vehicles.
11. Fixed assets /inventory handling and recording.
12. Ensure staff safety on office premises.
13. Custodian of office petty cash.
14. Supervision of the general maintenance staff.

Minimum Qualification, Education, and Experience

- 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

Skills & Competencies

- 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

By applying for any of the above-mentioned positions, applicants consent for 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

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.

