

Contract duration : **Fixed Term Contract (Period August ending March 2025)**

Anticipated start date : 21 August 2023

Closing date for applications : 18 July 2023

Remuneration : Market related

1X DBE SENIOR ADMINISTRATIVE OFFICER : **PRETORIA**

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 19 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 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:

Seconded by Beyond Zero to the Department of Basic Education, job purpose of this Position is to provide administrative and logistical support to the Department of Basic Education in the implementation of the Global Fund Adolescent Girls and Young Women (AYP) programme, as guided by the business process policies and regulations of the DBE, Beyond Zero and the Global Fund. This senior administrative officer role will evolve in relation to the broader implementation of learner support as well as learner health and wellbeing programmes of the DBE.

Duties and responsibilities:

Work within the DBE Care and Support Services Branch responsible for the GF AYP Programme to

- Provide executive support and administrative assistance to the Technical Support Team and the office of the Branch Head to advance GF AYP activities;
- Keep track of the project payments and advise the Technical Specialist and Branch Head timeously should corrective measures be necessary;
- Prepare letters, memoranda and submissions for activities related to GF AYP;
- Develop agendas and collate minutes and decisions of various meetings
- Establish technical support office procedures as well as operating systems
- Liaise with line function managers within the Care and Support Services Branch as well as with other executive assistants and executive managers
- Monitor implementation of strategic and operational documents
- Manage collation and submission of quarterly reports, annual report and monthly programme reports prepared by the technical support team
- Quality assure documents and manage monthly targets and updates of the technical support
- The incumbent may be required to manage some projects on behalf of the Technical Lead.

Minimum Qualification, Education and Experience

- NQF Level 6 National Diploma in Public Administration or relevant field.
- A relevant Bachelor's Degree will be an added advantage
- 5 years work experience in an administrative support environment.
- Proven administrative support experience of a minimum 5 years in programme management, project monitoring and evaluation, the preparation of progress updates and other documents.
- Experience in education and/or health sector.
- Experience with donor funded projects and working with provincial and national government departments
- Knowledge of how donor funding works in the civil society and public sector
- Programme administration within the education or health sector
- Stakeholder liaison and office administration
- Knowledge on HIV, STIs and TB or health promotion issues pertaining to young people in South Africa

Skills & Competencies:

- Understanding of quality management and audits, checks and reporting systems
- Share the value systems of DBE, Beyond Zero and Global Fund
- Strong public administrative, interpersonal, analytical and some research skills
- Able to monitor and report irregularities in systems, procedures, SOP and technical-functional results.
- Ability to work in a team
- Willingness to travel nationally.
- Ability to work independently.
- Computer literacy
- Flexibility and ability to work in a multi-cultural environment
- Excellent communication, inter-personal and writing skills
- Fluency in English and one other South African language is desired
- Computer literacy (Microsoft Office, MS Project, Advanced Excel)
- Excellent communication (oral and written) skills and the ability to effectively organize and communicate information in a clear and concise manner

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 gfrecruitment@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.



BeyondZero

a partner in public health transformation

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

