

<b>VACANCY</b>	
<b>Job title:</b>	Project Coordinator (10 Month's Contract) <b>Wits Development Enterprise Division (WDED)</b>
<b>Type:</b>	Permanent <input type="checkbox"/> Fixed Term <input type="checkbox"/> Temporary <input checked="" type="checkbox"/>
<b>Main purpose of the job:</b>	To provide administrative and coordination support to the project teams and implement project activities efficiently and effectively to ensure the successful internal delivery of projects. To remain calm in difficult situations and to have the knowledge to deal with medical issues.
<b>Location:</b>	31 Princess of Wales Terrace, Parktown
<b>Closing date:</b>	31 August 2022
<b>Submit detailed CV to:</b>	<a href="mailto:Cmphahlele@witshealth.co.za">Cmphahlele@witshealth.co.za</a>
<b>Advert reference number:</b>	WDED: Project Coordinator
<p>In accordance with our Employment Equity goals and plan, preference will be given to suitable applicants from designated groups as defined in the Employment Equity Act 55 of 1998 and subsequent amendments thereto.</p> <p><b>Our Organisation maintains a Mandatory COVID-19 requirement and as such only COVID-19 Vaccinated incumbents will be considered for positions.</b></p>	

#### Key performance areas

- To assist with development and implementation of new policies within the team.
- Prepare contracts in line with the budget and funders requirement.
- Develop standard operating procedures for managing projects, recording activities and tracking progress.
- Arrange and organise meetings, teleconferences, events, workshops, facilities and minute taking.
- Manage the payment of invoices and expense claims and maintain an accurate record of financial expenditure.
- Develop, update and maintain a systematic database and electronic filing.
- Assist in ensuring that the website and other communication materials for Priceless are kept up to date.
- Liaise with team members and external stakeholders to ensure that project deadlines are met.

#### Required minimum education and training

Degree in Business Administration or registered Pharmacist

#### Desirable additional education, work experience and personal abilities

- Computer literacy particularly MS Word, Excel and PowerPoint.
- Experience working in a public health environment, donor funded organization or NGO.
- Exceptional organizational and administrative skills.
- Able to maintain confidentiality, tact and professionalism at all times.
- Able to exercise discretion.
- Display a high level of initiative and independent decision-making.
- Assertive, emotionally mature, confident and adaptable.
- Self-motivated with a high regard for work ethic, value and integrity and highly organized.
- Able to work independently and as part of a multidisciplinary team.
- Have a background in first aid, able to keep calm in tough situations.

### **Required minimum work experience**

Minimum 3 years' working experience on office or project administration experience.

Should you be interested in applying for this vacancy, please send an email to [Cmphahlele@witshealth.co.za](mailto:Cmphahlele@witshealth.co.za). The subject heading of the email must read **WDED: Project Coordinator** and the job title of position applying for. Please include the following documentation:

- A cover letter (maximum one page) that clearly states which vacancy you are applying for
- A detailed CV