

| <b>VACANCY</b>   |  |
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| <b>Job title:</b>  | Operations Coordinator   |
| <b>Type:</b>   | Permanent <input checked="" type="checkbox"/> Fixed Term <input type="checkbox"/> Temporary <input type="checkbox"/>   |
| <b>Main purpose of the job:</b>  | <ul style="list-style-type: none"> <li>• Coordinate and oversee physical infrastructure of the Wits VIDA (Facilities Management Hard Services / Building infrastructure and services including medical / lab equipment).</li> <li>• Provides technical assistance to Operations Manager, Supervise the maintenance team (Facilities team)</li> </ul> |
| <b>Location:</b>   | Wits Vaccines & Infectious Diseases Analytics (VIDA) Research Unit - <b>Chris Hani Baragwanath Academic Hospital and Rahima Moosa Mother and Child Hospital</b>  |
| <b>Closing date:</b>   | 12 May 2023  |
| <b>Submit detailed CV to:</b>  | <a href="mailto:Vacancies25@witshealth.co.za">Vacancies25@witshealth.co.za</a>   |
| <b>Advert reference number:</b>  | OC – 05  |
| <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> |  |

## Key performance areas

### 1. Operations coordination

- a. Logistics and fleet management
  - i. Coordinate unit vehicles, usage and drivers and planning of daily fleet schedules. Maintain vehicle records as relating to asset register and oversee vehicle and keys allocation.
  - ii. Ensure that the vehicles are maintained to company standards including weekly inspections, planned and unplanned servicing, maintenance and repairs, reporting and recommendations for fleet efficiency
  - iii. Organize fleet and allocate drivers according to research studies and departmental needs, including supporting emergencies
- b. Buildings & property, facilities, housekeeping & maintenance
  - i. Oversee housekeeping (maintenance & repairs) and maintenance requirements and staff including regular and ad hoc duties, regular meetings and deployment across the unit and all VIDA sites, and coordinating queries/issues
  - ii. Coordinate and track regular as well as ad hoc maintenance and servicing requirements (monthly, annual, ad hoc/urgent) of facilities and equipment, and oversee special projects as directed.
  - iii. Ensure offices and workspaces are of a professional standard, efficiently laid out and proactively plan for research requirements
  - iv. Ensure that all, Fridges, Freezers, monitoring equipment, air conditions, CO2 cylinders, generators and electrical circuits, access control, CCTV monitoring in the research clinics, lab, pharmacy and offices are maintained correctly.
- c. Security – coordinate division security requirements including staffing, maintenance of security systems, trackers and logs, issuing of security badges and fingerprint access, and any other relevant security-related items
- d. Assets and equipment stock
  - i. Maintain distribution and staff equipment usage trackers. Oversee servicing, ordering and distribution. Oversee assets & equipment register (owned by finance team) in terms of location, lifecycles & operations resource planning
- e. Occupational Health & Safety (OHAS)
  - i. Maintain SHE Representative checklists; arrange meetings, take minutes and coordinate actions and matters.
  - ii. Collate and report identified Health & Safety issues to management. Coordinate training & review
- f. Support with general unit operations including administrative or project set-up as required, including potential out-of-hours or off-site duties.

## 2. Administration

Coordinate administration of key operational elements for office and research studies including regulatory, filing & archiving, stock, petty cash (as required, for planning and study purposes, in liaison with the finance team), logistics and office facilities.

- a. Regulatory, filing & archiving
  - I. Collaborate with regulatory, filing and archiving team to support efficient digital and manual filing systems and maintenance. Provide effective facilities and operational support for effective records management.
- b. Office & company administration
  - I. Assist department managers, finance coordinator and administrators to keep track of assets and equipment including logs, servicing & maintenance.
  - II. Assist with ensuring compliance across all elements of finance, procurement, asset management, stock control, SOPs, OHAS, and any other relevant areas.
- c. Research administration support/resources
  - I. Assist with relevant reconciliations or reporting i.e., rental vehicles, short-term study facilities, short-term equipment deployment.
  - II. Collaborate with research teams to ensure studies are planning for facilities, logistics, connectivity requirements.
- d. Support unit ExCo and management with liaison with Wits Health Consortium Shared Services Centre where required, and work to uphold the divisional commitments in the Service Level Agreement.

## 3. Customer Service

- a. Communicate with donor representatives around compliance issues as and when required
- b. Build and maintain authentic internal and external relationships with all stakeholders ensuring that all interactions are professional.

## 4. Staff Management

- a. Supervise and manage the duties of subordinates to ensure optimal staff utilisation and maintenance of sound labour relations; lead cross-functional teams to promote productivity.
- b. Effective resource planning to support organisation always needs.
- c. Manage staff performance and performance of reporting teams to ensure productivity, performance management and appropriate corrective action as required.
- d. Oversight of staff development, and provision of mentorship and/or coaching
- e. Promote harmony, teamwork and sharing of information in line with company standards and values.
- f. Create an environment that promotes talent recognition, development as well as agency and individual leadership.
- g. Ensure teams comply with policies, applicable standards and administrative and internal communications requirements, and promote the organisation's values and strategies.

### Required minimum education and training.

Relevant Technical Trade qualification and/or recognition of prior learning. Knowledge of Health and Safety Procedures.

### Required minimum work experience

Minimum two/three years' experience in facilities maintenance/coordinator or technical role within clinical research environment,

Demonstrable experience coordinating operational projects and/or teams including logistics and procurement.

Experience/knowledge of temperature monitoring systems.

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

Experience working in a grant-funded organization.

Knowledge of facilities management operations.

Exceptional organisational and administrative skills with working experience in Computer Software skills packages such as Microsoft Excel, Word for reporting and administration.

Able to maintain confidentiality, tact and professionalism.

Initiative-taking, able to work independently and work as part of a multidisciplinary team, able to take initiative and be flexible.

Should you be interested in applying for this vacancy, please send an email to [Vacancies25@witshealth.co.za](mailto:Vacancies25@witshealth.co.za) The subject heading of the email must include 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