

<b>VACANCY</b>	
<b>Job title:</b>	Administrator
<b>Type:</b>	Permanent <input type="checkbox"/> Fixed Term <input type="checkbox"/> Temporary <input checked="" type="checkbox"/>
<b>The main purpose of the job:</b>	To provide general administrative and clerical support to the clinic
<b>Location:</b>	Wits Vaccines & Infectious Diseases Analytics (VIDA) Research Unit, Nkanyezi (Rahima Moosa Mother and Child Hospital)
<b>Closing date:</b>	19 March 2024
<b>Submit a detailed CV to:</b>	vacancies28@witshealth.co.za
<b>Advert reference number:</b>	ADMIN
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.	

#### Key performance areas

##### Reception

- Capture visitor data into a visitor database.
- Implement finger biometric identification for study participants.
- Oversee clinic flow.
- Manage the Reception area.
- Direct visitors where to go.
- Manage participant reimbursement.

##### Operations

Assist Non-clinical Administrator with:

- Coordinating with IT service provider.
- Scheduling meetings and appointments.
- Oversight of facilities.
- Ensuring operational action items are regularly followed up to completion.

##### Procurement

Assist Non-clinical Administrator with

- Ordering refreshments & consumables and arranging delivery.
- Generating purchase orders.
- Obtaining quotations from suppliers.
- Managing petty cash.

##### Customer Service

- Ensure a high level of customer centricity in all dealings with both internal and external customers.
- Act in a professional manner in all dealings with internal and external stakeholders.
- Provide effective and efficient telephonic and email communication.

##### Self-management and performance ownership

- Take ownership and accountability for tasks & activities and demonstrate effective self-management.
- Follow through to ensure that quality and productivity standards of own work are consistently and accurately maintained.
- Inform relevant parties in the event of tasks or deadlines not being met and provide appropriate means of resolution.
- Support and drive the business's core values.

- Maintain a positive attitude.
- Respond openly to feedback.
- Take ownership of own career development
- Manage colleague's and clients' expectations and communicate appropriately.
- Willing to help others and go the extra mile to meet team targets and objectives.
- Manage own disruptive emotions (handle stress in ways that do not negatively impact the team)

**Required minimum education and training.**

Matric

Valid driver's license

**Required competencies.**

Intermediate MS Outlook & Excel

Ability to capture textual information into a database with high level of accuracy.

**Required minimum work experience.**

1 year experience in an administrative environment.

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

High level of attention to detail. Exceptional organisational and administrative skills together with working knowledge of Microsoft Office. Good interpersonal skills. Tactful, helpful, and professional. Basic knowledge of finance and cash handling skills. High level of attention to detail Able to work independently and as a part of a multi-disciplinary team. Self-motivated and proactive with a high regard for work ethic, values, and integrity. Excellent communication skills, and customer service skills.

**Demands of the job**

Able to work in a demanding and diverse environment and to adapt to change.

Should you be interested in applying for this vacancy, please send an email to [vacancies28@witshealth.co.za](mailto:vacancies28@witshealth.co.za). The subject heading of the email must include the job title of the 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