

VACANCY	
Job title:	Intern – (12 months Internship)
Type:	Permanent <input type="checkbox"/> Fixed Term <input checked="" type="checkbox"/> Temporary <input type="checkbox"/>
Main purpose of the job:	To provide administrative and project support to the Project Management Office within the Supporting Health Initiative Division.
Location:	31 Princess of Wales Terrace, Parktown
Closing date:	05 September 2024
Submit detailed CV to:	vacancies44@witshealth.co.za
Advert reference number:	Intern: 01
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.	

The post holder will gain hand-on experience in project management within a health systems context. An opportunity to develop organisational and administrative skills and work in a collaborative environment with experienced professionals.

Key performance areas

- Assist and obtain quotations as per the Wits Health Consortium Procurement policy.
- Prepare travel approval forms and other related travel documents as requested.
- Take detailed and accurate minutes and disseminate within 3 working days of the meeting.
- Assist with updating and maintaining the Project Management Office meeting activity tracker.
- Coordinate the scheduling and logistics for internal meetings, including booking meetings rooms, sending invitations and preparing the necessary materials.
- Timeous follow up on activities.
- Assist with ad- hoc administration.

Required minimum education and training

Diploma in Health Systems Sciences or related field.

Desirable additional education, work experience and personal abilities

- Exceptional organizational and administrative skills are required together with working knowledge of Microsoft Office: MSWord. MS PowerPoint. MS Excel.
- Excellent command of the English language.
- Proactive and initiative taking.
- Dependable and Reliable and adaptable.
- Ability to manage multiple tasks efficiently, prioritize workload, and keep track of deadlines, especially in a fast-paced environment.
- Problem solving skills.
- Able to work independently and work as part of a multidisciplinary team.
- Able to maintain confidentiality and tactful behaviour.
- Must demonstrate good understanding and use of technology.
- Must be able to multitask.
- Energetic and enthusiastic.
- Willingness to learn.
- Willingness to respond to urgent matters after hours.
- Able to work in a hybrid environment.

Should you be interested in applying for this vacancy, please send an email to vacancies44@witshealth.co.za. The subject heading of the email must read **Intern: 01** and the job title of position applying for. Please include the following documentation:

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