

VACANCY	
Job title:	Project Administrator (12 Months- Part-Time)
Type:	Permanent <input type="checkbox"/> Fixed Term <input type="checkbox"/> Temporary <input checked="" type="checkbox"/>
Main purpose of the job:	To assist with the administration of the project activities and provide operational, reporting and finance support to the Project leads, and across study sites in South Africa, Kenya and Malawi.
Location:	NICD Sandringham
Closing date:	12 September 2024
Submit detailed CV to:	vacancies41@witshealth.co.za
Advert reference number:	Project Administrator - CRDM
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

Coordinate and administer project activities:-

- Responsible for co-ordinating and submitting appropriate and periodic reports according to the project requirements.
- Ensure project administration operates within the requirements of WHC and the donor.
- Arrange and manage all aspects of meetings, workshops, seminars and trainings, in South Africa and other countries.
- Ensure that requisitions and processing of logistics for all training events and meetings including booking of venues, agenda, visas, transport, accommodation are attended to in a timely manner.
- Processing of student documentation for payment of bursary, medical aid, stipends or relevant reimbursements.
- Correspondence with students and monitoring student progress and maintaining database of information.
- Effective communication with relevant stakeholders and project partners.

Finance Administration:-

- Oversee financial administration incorporating both Wits and WHC financial systems.
- Obtain quotations for items requested.
- Process purchase order and requisitions and submit to relevant managers for approval.
- Process invoices and follow up on orders processed.

Provide high level administrative support:-

- Support Project Manager/Project Leader in preparing of project documents / materials and the establishment of operating policies and procedures.
- Monitor timeframes and scope of activities as circumstances dictate.
- Monitor and evaluate progress and spending and prepare relevant reports.
- Write study specific documents such as reports, etc.
- Co-ordinate and serve as point of contact between study sites, project leads, mentors and students (including face to face meetings, e-mails, video conferencing, etc.)

Required minimum education and training

Bachelor's degree or Postgraduate diploma in relevant field

Desirable additional education, work experience and personal abilities

- Experience in project management would be advantageous.

- Incumbent should possess good administrative skills along with working knowledge of Microsoft Office packages.
- Incumbent should possess good communication and interpretation skills.
- Incumbent should be able to work in a pressurised environment while maintaining diplomacy and confidentiality.
- Should be self-motivated, able to work independently as well as part of a team.
- Should be ordered and systematic with strict compliance to protocols.

Required minimum work experience

Minimum 3 years' experience working in a research environment with project and finance administration experience.

Should you be interested in applying for this vacancy, please send an email to vacancies41@witshealth.co.za. The subject heading of the email must read **Project Administrator - CRDM**. Please include the following documentation:

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