

VACANCY

Job title:	Administrator
Type:	☐ Permanent ☒ Fixed Term ☐ Temporary
Main purpose of the job:	To provide general administrative and clerical support to the Isango Lethemba TB Research Unit
Location:	Jose Pearson TB Hospital, Gqeberha, Port Elizabeth
Closing date:	07 February 2025
Submit detailed CV to:	Vacancies36@witshealth.co.za
Advert reference number:	ADJPTBH001
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

- Assist with printing, copying and binding documents
- Ensure a clean, organised environment
- Understand the applicable SOPs and process flow
- Assist with participant reimbursement
- Complete petty cash requisition vouchers and ensure vouchers are signed off
- Responsible for collection of petty cash from main petty cash custodian
- Disburse money to participants either cash or to load e-wallet transactions reimbursements
- Reconcile payments all daily
- Act in a professional and friendly manner in all dealings with all stakeholders
- Show a high level of customer centricity at all times
- Ensure Health and Safety measures are always applied when transporting of staff and patients
- Take ownership and accountability for tasks and demonstrate effective self-management
- Follow through to ensure that quality and productivity standards of own work are consistently and accurately maintained
- Maintain a positive attitude and respond openly to feedback
- Take ownership for driving own career development by participating in ongoing training and development

Required minimum education and training

- Grade 12/Matric

Required minimum work experience and abilities

- Minimum 1-year experience in an administrative environment. Working in a TB/HIV environment will be an added advantage

Desirable additional education, work experience and personal abilities

High level of attention to detail. Exceptional organizational and administrative skills together with working knowledge of Microsoft Office. Good interpersonal skills. Tacitful, helpful and professional. Able to work independently and as a part of a multi-disciplinary team. Able to cope and work under stressful situations. Self-motivated and pro-active with a high regard for work ethic, values, and integrity. Excellent communication skills. Excellent driving skills. Customer service. Multi-tasking skills. Time management skills.

Should you be interested in applying for this vacancy, please send an email to Vacancies36@witshealth.co.za. The subject heading of the email must contain the vacancy reference number or 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