

VACANCY	
Job title:	Project Assistant (12 months' contract)
Division:	Wits Mycology
Type:	Permanent <input type="checkbox"/> Fixed Term <input checked="" type="checkbox"/> Temporary <input type="checkbox"/>
Main purpose of the job:	To provide comprehensive administrative and operational support across multiple research projects within the Wits Mycology Division, ensuring efficient coordination of project activities, procurement processes, event planning, travel logistics, documentation, and stakeholder communication to enable the seamless execution of all projects.
Location:	Wits Mycology at NICD, 1 Modderfontein Road Sandringham, Johannesburg
Closing date:	17 December 2025
Submit detailed CV to:	Vacancies32@witshealth.co.za
Advert reference number:	Project Assistant_ Wits Mycology
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

- Manage, track and update the project activities diary
- Facilitate shipping and delivery of consumables between sites using the DHL system.
- Handle internal and external project related queries by processing the information received accurately and engaging PMO where necessary
- Support stakeholder management activities and tracking of customer complaints
- Assist with project procurement needs within the budgetary and procedural guidelines, including sourcing of quotes, initiating PO's, requesting invoices and statements from suppliers, reconciliation of open POs.
- Liaise with IT to log queries on all matters relating to IT support functions for the projects.
- Assist in preparing reports and presentations.
- Work with the NICD drivers to facilitate delivery within Johannesburg sites and WHC head office
- Maintain a safe clean office environment
- Assist with coordinating and scheduling relevant appointments, trainings, meetings and events – including stakeholder consultations, trainings with external partners.
- Assist with drafting and sending out invitations, collate RSVP's, book venues, collate training/meeting materials, prepare attendance registers and keeping record of all the attendances.
- Assist with coordinating travel (international and local) and accommodation bookings, sending out itinerary as and when required. Including travel request forms and other travel-related requirements.
- Assist to take minutes at relevant meetings, including capturing discussion and action points, format and disseminate within two working days.
- Assist with arranging Forex and claiming voyager mileage (where necessary), process travel expense claims and coordinate per diem and reimbursement for meetings/ training.
- Maintain a calendar of events for all activities within the project.
- Assist with updating the asset and tracking changes
- Assist to fulfil requirements stipulated in the Device Management SOP
- Assist to coordinate and facilitate communication on asset loss, damage, theft and replacement with project team

- Responsible for project documentation filing
- Electronic scanning and filing into respective folders for easy retrieval
- Custodian of training material and project related documentation
- Assist with completing documents for project close-out
- Assist with maintaining project SharePoint folders
- Work closely with the division to support and assist with compiling information /data for updating of the division website and related material.
- Assist with the division's Quarterly Newsletter
- Track the division's publications and capturing thereof.

Required minimum education and training

- Matric Certificate
- Qualification in Public Administration, Business Administration or related field.

Required minimum work experience

- 2-4 years of administrative experience, preferable within a research, academic, or public health environment

Desirable additional education, work experience and personal abilities

- Strong administrative, organizational, and communication skills.
- Proficiency in Microsoft Office (Word, Excel, PowerPoint, Teams, Outlook).
- Excellent attention to detail and ability to multitask under pressure.
- Experience in asset and inventory management.
- Understanding of procurement and financial processes.
- Strong interpersonal and teamwork abilities with a professional demeanor.
- Adaptable, reliable, and solutions oriented.
- Customer service experience or client-facing environment advantageous.
- Familiarity with the South African health sector desirable.

Should you be interested in applying for this vacancy, please send an email to vacancies32@witshealth.co.za

The subject heading of the email must read **Project Assistant_Wits Mycology**.

Please include the following documentation:

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