

VACANCY

Job title:	Administrator
Type:	<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Fixed Term <input type="checkbox"/> Temporary
Main purpose of the job:	To provide administrative assistance to the team working on the BRAVE project
Location:	Faculty of Health Sciences, University of the Witwatersrand, Parktown
Closing date:	02 January 2026
Submit detailed CV to:	Vacancies36@witshealth.co.za
Advert reference number:	AWA001

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

- Preparing and circulating meeting agendas and minutes
- Storing meeting recordings and other relevant site files
- Updating progress (Gantt) charts
- Organising travel for team members: obtaining quotes/ options for flights, accommodation, transfers, per diem and travel form completion etc
- Assisting with regular virtual and in-person meeting planning and hosting
- General office management, ordering, filing
- Relay and route written and verbal messages
- Maintain and assist staff with printers and photocopiers
- Will be required to attend meetings after regular working hours and may be required to travel
- Act in a professional and friendly manner in all dealings with all stakeholders
- Show a high level of customer centricity at all times
- 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 activities

Required minimum education and training

- Grade 12/Matric

Required minimum work experience and abilities

- Minimum 1-year experience in an administrative environment

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. Tactful, 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. 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