

VACANCY	
Job title:	Project Administrator
Type:	Permanent <input type="checkbox"/> Fixed Term <input checked="" type="checkbox"/> Temporary <input type="checkbox"/>
Main purpose of the job:	To deliver a comprehensive approach to operational efficiency in a specified geographical area by assisting the Operations Coordinator and Clinic Manager with all operational functions, systems and processes.
Location:	7 Esselen Street, Hillbrow, Shandukani Research Centre (CRS)
Closing date:	30 June 2025
Submit detailed CV to:	vacancy32@wrhi.ac.za
Advert reference number:	TM11-2025
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

Timeous planning and implementation of new strategies to ensure effective operational efficiency.

Typing and drafting of documents, including letters, memo's and reports when required.

Perform general office duties when required including minute taking, printing, co-ordinating meetings and training sessions.

Provide general operational and administrative support to Clinic Manager as well as other team members across the RHI.

Integrate effectively with Wits RHI Operations Team as and when required.

Provide daily support and co-ordination of procurement and administration including but not limited to travel, meetings, all IT related support, stationery and consumables, training logistics, asset management and control, centralised reporting collation, reconciliation's and dissemination of information.

Ensure implementation and maintenance of all Standard Operating Procedures.

Provide training and up-to-date information to staff on new and existing policies, procedures and SOP's when required.

Attend and address all staff needs.

Integrate operational feedback from Research meetings and training into programme implementation plan and subsequent progress reports.

Prepare and receive partners/stakeholders, e.g. monitors, donors.

Participate in regular planning sessions with Programme Manager and Clinic Manager and Investigators to ensure efficient and effective operational support.

Load participant reimbursements on FNB e-Wallet.

Register and maintain BCEPS (Biometric Co-enrolment Preventative System) with participant updates.

Coordinate the clinic flow on your allocated floor.

Maintain copier and copier paper.

Maintain groceries and refreshment logs.

Daily/Weekly/monthly floor checks for OHAS.

Required minimum education and training.

Relevant certificate or diploma in Business Administration.

Computer literate in standard MS Office packages.

Required minimum work experience.

1 year office administration experience in a medium to large sized organization.

Working knowledge of operations and financial systems and processes.

Desirable additional education, work experience and personal abilities.

Some exposure to project management/NGO environment would be useful.

Experience working in a donor-funded organisation or NGO.

Exceptional organization and administrative skills with working knowledge of MS Office.

Own, reliable transport preferred.

Able to maintain confidentiality, tact and professionalism at all times.

Able to exercise discretion, high levels of initiative and independent decision-making.

Must be assertive, confident and adaptable.

Self-motivated, able to work independently and work as part of a multi-disciplinary team.

Positive, energetic, team player.

Ability to adapt to complex situations, ability to manage stress, self-starter, ability to deliver goals pro-actively, creative thinker, goal-orientated.

A thorough and accurate approach to work.

Attention to detail.

Excellent communication skills

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.

Should you be interested in applying for this vacancy, please send an email to vacancy32@wrhi.ac.za. The subject heading of the email must read **TM 11-2025** and the 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