

VACANCY

Job title:	Administrator (3 months)
Type:	Permanent <input type="checkbox"/> Fixed Term <input type="checkbox"/> Temporary <input checked="" type="checkbox"/>
Main purpose of the job:	To perform all administration duties and ensuring the smooth running of the Project.
Location:	NCDR- Edendale Lay Ecumenical Centre Clinic, Pietermaritzburg
Closing date:	11 July 2025
Submit detailed CV to:	Tsholofelo Tenza vacancies40@witshealth.co.za
Advert reference number:	TT- 02-2025 Administrator
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

Filing and Photo copying study documents
 Receiving of visitors/clients and referring them accordingly
 Answering and transferring calls to the respective departments
 Capturing study data as required
 Data Quality check
 Responsible for delivery of files, documents, correspondence for study staff
 Organise staff meetings, Take and distribute minutes
 Manage petty cash re-imbursements
 Manage participant travel cost re-imbursements
 Book participant's follow – up visits
 Stock ordering and maintenance of stock inventory
 General Office administration

Required minimum education and training

Matric Certificate
 Certificate/Diploma in administration, office management, or healthcare admin is an advantage.
 Electronic data and Microsoft systems (e.g. Ms Excel and Ms Access, Word, PowerPoint and Outlook)
 Valid driver's licence
 Fluent in English and IsiZulu

Required minimum work experience

1–2 years' experience in a similar administrative role or receptionist role.
 Prior experience in a healthcare or clinic setting is preferred.

Desirable additional education, work experience and personal abilities

Ability to communicate in at least one local language
 Friendly and positive attitude
 Sense of urgency
 Time conscious
 Ability to work with low supervision
 Attention to detail.
 Basic medical terminology would be helpful
 Good communication skills- for working with clinical staff, patients, and research coordinators.

Physical and/or special skills

Valid Certificate preferred:

- Good Clinical Practice
- Human Subject Protection
- TRREE (Training and resources in Research Ethics Evaluation)
- ALCOA + principles

Should you be interested in applying for this vacancy, please send an email to vacancies40@witshealth.co.za.

The subject heading of the email must read **TT- 02-2025** and include 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