

## VACANCY

<b>Job title:</b>	Operations Coordinator (12 Months Fixed Term Contract)
<b>Type:</b>	Permanent <input type="checkbox"/> Fixed Term <input checked="" type="checkbox"/> Temporary <input type="checkbox"/>
<b>Main purpose of the job:</b>	To deliver a comprehensive approach to operations by assisting the Team with all operational functions, systems, and processes.
<b>Location:</b>	Wits RHI – 22 Esselen Street, Hillbrow, Johannesburg.
<b>Closing date:</b>	04 June 2026
<b>Submit detailed CV to:</b>	<a href="mailto:vacancy33@wrhi.ac.za">vacancy33@wrhi.ac.za</a>
<b>Advert reference number:</b>	<b>KR 07-2026</b>
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

#### Administrative and Operational Coordination

- Support operational planning, scheduling, and administrative coordination.
- Maintain operational records, trackers, and filing systems.
- Coordinate meetings, logistics, and operational communications.
- Assist with preparation of operational reports and documentation.
- Support implementation and monitoring of operational processes and SOPs.
- Maintain organised records, trackers, and follow-up systems.

#### Travel, Procurement and Asset Coordination

- Coordinate travel bookings, accommodation, and logistical arrangements.
- Support procurement and tracking of operational supplies and equipment.
- Maintain and update asset registers and inventory records.
- Monitor operational expenses and support cost-control measures.
- Liaise with vendors and service providers regarding operational requirements.

#### Facilities, Stakeholder and Operational Support Management

- Coordinate day-to-day facility and operational support activities.
- Monitor office space, meeting rooms, utilities, cleaning, maintenance, and general site functionality.
- Assist with Stakeholder management such as implementation of high-level visits, inclusive of training and meeting coordination.
- Liaise with service providers, contractors, and building management.
- Escalate and track operational or facility-related issues.
- Support health, safety, and operational compliance requirements.

#### Team Collaboration, Professional Conduct, Effective Self-Management

- Maintain professional, respectful, and effective working relationships with internal teams, service providers, and external stakeholders.
- Communicate operational matters clearly, professionally, and timeously.
- Support a collaborative and solutions-driven working environment across departments.
- Demonstrate professionalism, accountability, and confidentiality in all operational activities.
- Manage workload effectively to ensure deadlines and operational priorities are met.
- Exercise initiative and problem-solving in resolving operational and administrative challenges.

### **Required minimum education and training.**

- Degree, Diploma or Certificate in Office Administration, Business Administration, Operations Management, Logistics, or a related field.
- Proficiency in Microsoft Office applications, including Word, Excel, Outlook, and PowerPoint.
- Valid driver's licence will be advantageous.

### **Required minimum work experience.**

- Minimum 3 years' experience in an operations, administrative, office coordination, or facilities coordination role.
- Experience coordinating operational activities, travel, procurement, or asset management processes.
- Experience working with service providers, vendors, and internal support departments.
- Experience maintaining operational records, trackers, and filing systems.
- Experience working in a structured corporate, healthcare, or clinical research environment will be advantageous.

### **Desirable additional education, work experience, and personal abilities**

- Training in facilities management, procurement, or asset management.
- Good Clinical Practice (GCP) certification.
- Training in health and safety, compliance, or quality management systems.
- Experience supporting operational activities within a multi-project environment.
- Experience with procurement processes, supplier coordination, and stock management.
- Experience maintaining asset registers and operational tracking systems.
- Experience supporting audits, inspections, or compliance activities.
- Experience working with operational budgets and cost-control processes.
- Experience using electronic procurement, asset management, or document management systems.

Should you be interested in applying for this vacancy, please send an email to [vacancy33@wrhi.ac.za](mailto:vacancy33@wrhi.ac.za). The subject heading of the email must read **KR 07-2026** 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