

## VACANCY

<b>Job title:</b>	Office Manager – Wits RHI - Gophelega Ekurhuleni
<b>Type:</b>	Permanent <input checked="" type="checkbox"/> Fixed Term <input type="checkbox"/> Temporary <input type="checkbox"/>
<b>Main purpose of the job:</b>	To deliver comprehensive support to the Gophelega project by assisting the Senior Managers and programme teams with the management, coordination and implementation of all operational functions, systems and processes.
<b>Location:</b>	Ekurhuleni Senderwood
<b>Closing date:</b>	03 December 2024
<b>Submit detailed CV to:</b>	<a href="mailto:vacancy13@wrhi.ac.za">vacancy13@wrhi.ac.za</a>
<b>Advert reference number:</b>	<b>TF012- 2024</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

- Planning and implementation of strategies to ensure operational efficiency.
- Provide operational and administrative support to the Programme Head, District Programme Head, Programme Operations Manager and other team members.
- Effectively coordinate and manage the Gophelega administrative operations team and integrate 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, centralized reporting collation, reconciliation and dissemination of information.
- Ensure adequate resourcing is provided for the project teams, including loading of airtime and data timeously using the relevant platform e.g. Flickswitch, SimControl.
- Develop and maintain an effective document management system including all Standard Operating Procedures (SOPs).
- Ensure compliance with WHC policies, Wits RHI SOPs and other service provider requirements.
- Provide support to ensure adhere with HR policy and SOPs by project staff including timesheet administration and compliance.
- Maintain databases and filing systems for all Gophelega projects (project grids, publications grid, presentation grids, staffing grids, protocols ethics approvals).
- Perform general office duties when required including minute taking, printing, co-ordinating meetings and training sessions.
- Oversee maintenance of the office space, including cleaning, repairs, and workplace layout.
- Support Wits RHI Operations/Share Services to manage and renew lease agreements and conditions at project office sites.
- Maintain working relationship with landlord/ caretaker, service providers to report and escalate matters affecting the efficient operation of project office sites.
- Support international and local travel arrangements for key staff as requested
- Setting up and coordination of staff functions, workshops, training and conferences.
- Schedule and allocate drivers for transportation of Gophelega Senior Management and deliveries for the program.
- Visitors – Assist visitors with accommodation, car hire, mileage claims and related support.

- Assist with formatting of proposals, papers, reports, presentations and other project-related documents. Typing and drafting of documents, including letters, memos and reports when required.
- Provide operational support for activities to the Programme and District Programme Head.
- Arrange meeting venue bookings, facilitate taking minutes; assemble and distributing meeting packs, and assist with presentations.
- Support Operations Project Manager in operations activities as required.
- Attend to all staffing requirements and administration.
- Supervise and manage the duties of subordinates to ensure optimal staff utilisation and maintenance of sound labour relations.
- Perform and facilitate performance development and assessments.
- Identify substandard performance by team members and take necessary corrective action.
- Coach and train subordinates and team members to ensure the acquisition of knowledge and skills required by the organisation.
- 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**

- Bachelor's degree or relevant qualification in Business Administration
- Valid driver's license
- Proficiency in MS Office

#### **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; PEPFAR experience is an asset.
- Exceptional organisation and administrative skills.
- 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, ability to deliver goals pro-actively, creative thinker, goal-orientated.
- A thorough and accurate approach to work.
- Strong organisational skills and attention to detail.
- Good communication skills (both written and verbal).

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

- Minimum of 2 years working experience in project administration and/ or project management.
- Working knowledge of operations and financial systems and processes.

#### **Demands of the job**

- Able to work in a demanding environment and adapt to changes.
- Travelling and after-business hours work may be required from time to time.
- Must be contactable after hours for any unplanned emergencies or queries.
- Positive attitude at all times.

#### **Communications and relationships**

- Maintain Ability to establish and maintain effective working relationships with internal stakeholders at all levels within the organisation, as well as all external stakeholders.
- Communicate effectively with management, colleagues and support staff as well as other departments, donors, various academic institutions, NGO's, DoH, community, and media.



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**WITS RHI**

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Should you be interested in applying for this vacancy, please send an email to [vacancy13@wrhi.ac.za](mailto:vacancy13@wrhi.ac.za). The subject heading of the email must read **TF012- 2024** 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