

Job Title : **Administrator – MSM Research Project**

Annual salary range (based on relevant experience and qualifications)

: R161,765 – R219,346

Location

: East London

Department

: Research Unit

Reporting to

: Research Coordinator

Main purpose of the position:

The Administrator is tasked with ensuring that all office related administration be handled in a proficient and professional manner and to provide support to Project and Data Managers.

Scope of Work:

- Procurement of consumables for the project.
- Management of stock.
- Travel arrangements for staff.
- Submission of supporting documents to Head Office in Pretoria.
- Liaising with relevant Head Office staff.
- Assisting with petty cash management.
- Compiling travel and accommodation claims for staff.
- Submitting and obtaining invoices.
- Setting up Supplier Agreements.
- Managing cleanliness of office.
- Storing source documents for auditing purposes.
- Assist with filing of study documents.
- Collaborate and maintain professional relations with investigators and non-research clinical staff.
- Maintain study participant confidentiality.
- Liaising with suppliers.
- Conduct interviews with participants.
- Transcribe and manage interview data.
- Analyse interview data with research team.

Qualifications:

- Diploma in Project Management or Information Technology

Experience:

- Experience working in the key populations field.

- Familiar with the MSM community.
- Minimum 2 years relevant experience in project administration.
- Experience in performing basic financial related duties.
- Experience in supporting research activities would be highly advantageous.
- Experience and exposure to working in the health related, donor funded environment would be advantageous.
- Experience in electronic data management systems would be advantageous.

Additional requirements:

- Proficiency in reading, speaking, and writing in isiXhosa English.
- Report writing and business writing level proficiency is essential.
- Valid code 08 driver's license.
- Willingness to travel extensively.
- High proficiency in MS Office.

Applicants are advised that the Foundation for Professional Development has elected to implement a mandatory COVID-19 vaccination policy to protect the health and safety of its employees, faculty, students, clients, and others who work with, train, or receive other services from FPD.

Closing date for applications: 10 February 2022 at 16h00

Applicants should forward a motivational letter and CV to recruitment@foundation.co.za.

For enquiries, please contact Tshililo Pharamela on tshililop@foundation.co.za.

Please note:

Only applicants shortlisted for interviews will be contacted. If you have not been contacted within one month after the closing date of this advertisement, please accept that your application was unsuccessful.