



SABCOHA

SA BUSINESS COALITION ON HEALTH & AIDS

HEALTHY WORKPLACES SHAPING HEALTHY COMMUNITIES

Administrator in the Office of the CEO for the Emergency Grant

Job Description:

- Report directly to the CEO on issues pertaining the grant
- The Administrator in the office of the CEO provides executive support in a one-on-one working relationship with the CEO
- The incumbent serves as the primary point of contact for internal and external constituencies on all matters pertaining to the Office of the CEO with respect to the grant.
- The incumbent must be creative and enjoy working within a small, entrepreneurial environment that is mission-driven, results-driven and community oriented focusing on HIV and health matters
- The ideal individual will have the ability to exercise good judgment in a variety of situations, with strong written and verbal communication, administrative, and organizational skills, and the ability to maintain a realistic balance among multiple priorities.
- The incumbent will have the ability to work independently on projects, from conception to completion, and must be able to work under pressure at times to handle a wide variety of activities and confidential matters with discretion.

Roles and Responsibilities

- Completes a broad variety of administrative tasks for the CEO including: managing an extremely active calendar of appointments; completing expense reports; composing and preparing correspondence that is sometimes confidential; arranging complex and detailed travel plans, itineraries, and agendas; and compiling documents for travel-related meetings.
- Plans, coordinates and ensures the CEO's schedule is followed and respected. Provides "gatekeeper" and "gateway" role, creating win-win situations for direct access to the CEO's time and office.
- Determines appropriate course of action, referral, or response.
- Provides a bridge for smooth communication between the CEO's office and internal departments; demonstrating leadership to maintain credibility, trust and support with senior management staff.
- Works closely and effectively with the CEO to keep him/her well informed of upcoming commitments and responsibilities, following up appropriately.
- Acts as a "barometer," having a sense for the issues taking place in the environment and keeping the CEO updated.
- Successfully completes critical aspects of deliverables with a hands-on approach, including drafting acknowledgement letters, personal correspondence, and other tasks that facilitate the CEO's ability with respect to this grant.
- Prioritizes conflicting needs; handles matter expeditiously, proactively, and follows-through on projects to successful completion, often with deadline pressures.

Education and Experience Requirements

- Diploma/Bachelor's degree required (Financial Qualification will be advantageous)
- Strong work tenure: 5 years of working experience within an institution and/or independently.
- Proficient in Microsoft Office (Outlook, Word, Excel, and Power Point), Adobe Acrobat, and Social Media web platforms.

Interested persons need to submit a brief CV along with a Cover Letter and certified copies of certificates and ID to sabelo@sabcoha.co.za.

A consultant will be in touch if you are shortlisted for the position.

Please consider your application unsuccessful should you not have been contacted within 2 weeks of the closing date.

Closing date

16th October 2020