



I-TECH South Africa

Job Description

Position Title	: Project Assistant X2
Position Reference	: PR002
Supervisor	: Program Manager
Department	: Programs (integrated Care and People Development Program)
Location	: Pretoria
Position Duration	: Fixed Term Contract (March 2019 – 30 September 2019)

Background: The International Training and Education Centre for Health (I-TECH) is a United States of America federally-funded project which supports the development of HIV/AIDS care and treatment training initiatives in 25 developing countries acutely impacted by the global AIDS epidemic. I-TECH is an initiative of the University of Washington Schools of Medicine and Public Health & Community Medicine. Its Central Office is headquartered in Seattle, Washington and it currently supports ten international offices, including one in Pretoria, South Africa.

I-TECH South Africa Goal: I-TECH South Africa's goal is to support the South African government in strengthening national health systems to ensure delivery of high quality, sustainable health care services.

Commitment to Diversity:

I-TECH recognises that disparities in health around the globe stem from inequity. I-TECH South Africa encourages and supports the multiple identities of staff, faculty and students including, but not limited to, socioeconomic status, race, ethnicity, language, nationality, sex, sexual orientation, gender identity and expression, culture, spiritual practice, geography, mental and physical disability and age. I-TECH strives to become a local, national, and international leader in developing and maintaining increased representation and recognition of each of these dimensions of diversity among its faculty, staff, and students.

Brief Summary of Position:

The Program Assistant will be based in the Pretoria office, as part of the Operations team supporting I-TECH Programmes Implementation. The Program Assistant will be responsible to provide an administrative, Procurement/ Operations and Logistical support to I-TECH programme activities.

Primary Responsibilities:

1. Administrative duties – 40%

- Supports the implementation of I-TECH's program activities in selected provinces.
- Provide support and assistance to programme staff on the ground.
- Work closely with Clinical Trainers and Program Managers to ensure all logistical and operational requirements related to the program areas are met.
- Generate and secure approvals for program requests i.e. GSPR, PRF, TRF, ERF etc.

2. Procurement/ Operations- 20%

- Ensure all the requests submitted are compliant with ITECH policies, USG rules & regulations
- Assist in identifying potential contractors, while adhering to I-TECH procurement processes.
- Provide support in tracking procurement requests – this includes attending to quality control checks upon receipt and distribution of materials
- Assist with travel and logistical arrangements of program staff.

3. Support Coordination – 40%

- Support Program staff with planning and implementation of programme activities.
- Work with program and government to identify and secure venues for trainings, meetings and associated program activities.
- Participate in the coordination of printing and marketing material production
- Support Program Staff with scheduling of meetings, events, and conference calls with various partners
- Participate in any working group or task team as appropriate and provide meeting organization, facilitation, documentation and follow-up
- Remote or on- site support at trainings & conference venues (Collection of attendance registers, Changes to training schedule/ delegates quantities etc.

Requirements

- Post Matric Certificate or Diploma in administration/logistical coordination/procurement
- At least 3 years of related experience
- Proficiency in MS Office, Excel
- Fluency in written and spoken English
- Fluency in one other SA language
- Excellent typing, writing and interpersonal communication skills
- Highly organized and detail-oriented
- Ability to thrive in a high-pace atmosphere and perform as a team player as well as demonstrated ability to take initiative and work independently
- Ability to respond effectively to urgent requests, and to prioritize workload as per needs of various program areas
- Ability to interact with persons from a variety of professional disciplines and from different levels of society in a tactful, diplomatic, and culturally-appropriate manner.
- Ability/willingness for occasional travel.

1. Desired Skills

- Detail-oriented and highly meticulous

- Excellent typing skills
- Excellent writing and interpersonal communication skills
- Initiative and innovative in problem-solving
- Ability to thrive in a fast-paced constantly changing atmosphere
- Ability to perform and deliver high-quality results as an individual and as a team player

Conditions of Employment: This position is based in Pretoria, South Africa. Candidate must be available and willing to travel within South Africa up to 80% of the time. Complex deliverables on short timelines may require work in excess of allocable time.

Application process:

Applicants are required to quote the **relevant Position Title and reference** mentioned above when submitting their applications via email to recruitment@itech-southafrica.org

Shortlisting shall start on the **1st of February 2019**. Only short-listed candidates will be contacted. Preference will be given to South African applicants.