

Kheth'Impilo specialises in solution development and implementation for health and community systems and services strengthening in marginalised communities.

Senior Administrative Officer

Technical Support: Care and Support Services Branch

Department of Basic Education, Pretoria

Applications are invited from appropriately qualified persons for the position of Senior Administrative Officer to join the Care and Support Services Branch in the Department of Basic Education (DBE), in Pretoria. The position requires a proactive person with coordination, programme administration, project management and stakeholder liaison skills. The candidate will support technical, administrative and similar activities of Learner Support as well as Learner Health and Wellbeing programmes. The candidate will work as part of the team with the Technical Support Officer and Project Coordinator, attached to the office of the Branch Head. This is a short-term contract (10 months), therefore, preference will be given to current and/or recent DBE employees.

Requirements:

- Recognised NQF level 6 or an equivalent three-year qualification in Public Administration, Education, Social or Health Sciences
- Experience in programme administration within the education or health sector
- Experience in stakeholder liaison and office administration
- Knowledge on HIV, STI and TB or health promotion issues pertaining to young people in South Africa
- Flexibility and ability to work in a multi-cultural environment
- Excellent communication, inter-personal and writing skills
- Fluency in English and one other South African language is desired
- Computer literacy (Microsoft Office, MS Project, Advanced Excel)

Responsibilities include:

- Contribute to the achievement of the deliverables of the Care and Support Services Branch within the Department of Basic Education (DBE) in various ways, including participating in relevant events, workshops, meetings, etc. and carrying out ad-hoc tasks
- Prepare for and take minutes at stakeholder meetings of the technical team
- Provide administrative support for the technical team as required
- Correspond with internal and external DBE stakeholders as required.
- Support the Technical Support Officer roles and responsibilities at DBE and Kheth'impilo

Application Process: Closing date for applications: 15 May 2018

Applications must be e-mailed to: Recruitment@khethimpilo.org or Faxed to +27 21 410 4379

Include a detailed CV, qualifications, minimum of three references and a cover letter in one e-mail;

Please use the position title in the header of the e-mail;

Only shortlisted candidates will be contacted.

In line with Khethimpilo's commitment to Employment Equity, we encourage applications from disabled persons, and applicants from designated groups