



Lower Ground Floor, South Tower,
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**BOARD OF HEALTHCARE FUNDERS OF SOUTHERN AFRICA
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MARCH 2018**

JOB TITLE

Administrator: Communications & Key Accounts

REPORTING TO

Section Head: Key Accounts

CONTRACT PERIOD

12 months fixed term contract, starting immediately
Monday – Friday (inclusive) 08h00 – 16h30

MAIN AREAS OF WORK

Provide administrative support to Communications & Media and Key Accounts

Key Performance Areas	Specific competencies, skills & experience required
<p>1. Meetings Management Coordinate meeting logistics:</p> <ul style="list-style-type: none">• Coordinate internal and external meeting requests• Collate meeting documents with respective individuals – agenda / packs• Ensure meeting documents are prepared the day before <p>2. Travel arrangements</p> <ul style="list-style-type: none">• Coordinate travel with other internal staff• Make travel bookings in accordance with BHF policy• Collate and capture travel expenses claims after travel <p>3. Administration</p> <ul style="list-style-type: none">• Process purchase orders as per BHF policy• Capture and track expense claims• Maintain filing system in alignment with the Knowledge Management policy	<ul style="list-style-type: none">• Grade 12• 3 years' experience in a secretarial / personal assistant position• Experience in the Healthcare arena and / or marketing would be an advantage• Microsoft: Email, Word, PowerPoint (Intermediate to Advanced), Excel (Basic)• Must be able to communicate in English – written and spoken• Travel coordination• Administration• Strong Administrative skills



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Key Performance Areas	Specific competencies, skills & experience required
<p>4. Project Support <i>BHF conference</i></p> <ul style="list-style-type: none"> • Assist with Conference administration: invitation and confirmation letters, booking of flights and accommodation, speaker CVs, photographs and presentations • Logistics • Travel • Collation of presentations • Assist with logistics for BHF Golf Day <p><i>Events</i></p> <ul style="list-style-type: none"> • Provide support for events: administration, logistics, travel & accommodation arrangements <p>5. General administration</p> <ul style="list-style-type: none"> • Complete all required administration to support effective work flow • Perform additional tasks as required 	<ul style="list-style-type: none"> • Self-starter and motivated • Good customer / stakeholder interface • Delivery and goals driven • Ability to cope under pressure • Sense of urgency

Candidates must be able to demonstrate the following generic competencies:-

- Excellent accuracy and attention to detail
- Excellent time management, planning and organising
- Strong communication and team orientation skills
- High levels of initiative and proactive approach

Be a self-starter, highly motivated and align with the BHF values of **OPENNESS, TRANSPARENCY, INTEGRITY AND INCLUSIVITY.**

Closing date: Monday 12th March 2018, close of business. If you are interested or know anyone who may be interested, - please email your details to Carrie Smith on carrie.smithza@gmail.com