



THE AURUM INSTITUTE

The Aurum Institute based in Tembisa (Rifaquin Project) is offering a great opportunity to suitably qualified and experienced staff to contribute towards our aim to improve the health of individuals and communities in South Africa.

An opportunity has arisen for an Administrator at this site and you are welcome to apply should you meet the requirements for the position.

ADMINISTRATOR

YOUR JOB WILL BE TO:

- Develop and maintain the tools, systems, databases and reporting structures to ensure the efficient, accurate and timely management of research participants and their data.
- Coordinate all process and logistical aspects of the research clinic; manage the front desk, general office admin and inter-departmental logistics.
- Management of equipment, stationary, consumables, petty cash and finances.
- Facilitate travel arrangements and meetings

YOU SHOULD HAVE:

- Tertiary qualification in relevant field
- Basic Level Business Communication skills
- Expert document management skills – electronic and hard copy
- Expert knowledge of MS Office Package
- Expert in developing and maintaining spreadsheets and/or other automated processes to manage work flow
- Excellent verbal and written communication skills in English
- Excellent numeracy;
- Independent, meticulous attention to detail, results-driven individual

THE FOLLOWING WILL BE ADVANTAGEOUS:

- Ability to speak local language(s)
- GCP and HSP certificates
- Valid code 8 drivers license

***Submit your brief CV (2 pages), indicating this job title, to Human Resources @
Fax 086 692 6287 or E-mail careers@auruminstitute.org
to reach us no later than the 06 August 2010***

Whilst all applications will be carefully considered, only short-listed applicants will be interviewed. If you do not hear from us within 21 days of the closing date, this will mean that your application has been unsuccessful. All interviewed applicants will receive feedback as part of our continued drive towards people development.

Its starts with me, let's work together...in the fight against TB and HIV