Local Office Assistant
Durban, South Africa

Job Advertisement

Durban has been selected to host the 21st International AIDS Conference (AIDS 2016). The biennial International AIDS Conference is the premier gathering for those working in the field of HIV, as well as policymakers, people living with HIV and others committed to ending the epidemic. The International AIDS Conference is the largest international meeting on a single health issue, where every two years between 15,000 - 18,000 participants representing all stakeholders in the global response to HIV meet to assess progress and identify future priorities. With more than 1,500 international journalists expected to attend, the conference is the single most widely-covered HIV event in the world.

The International AIDS Society (IAS), the world’s leading independent association of professionals working in HIV, with more than 12,000 members across 183 countries, will organize AIDS 2016 in collaboration with international and local partners.

More information on AIDS 2016 can be found at www.aids2016.org.

Details of Employment:

The Local Office Assistant will be based in Durban, South Africa and report to the Head of Local Office. The position is full-time and will last 16 months from 1st May 2015 until 31st August 2016.

Purpose of the Position:

The incumbent will be responsible for supporting the Head of Local Office.

Main Responsibilities:

- Coordination of scheduling, travel and other administrative tasks;
- Supporting HLO in recruitment of staff;
- Assisting in all Office Management-related administration;
- Maintaining basic general accounting functions;
- Specific projects and other tasks determined in consultation with the HLS.

Academic Qualifications:

- A degree or diploma in business administration, HR, events or hospitality management or a related field is favorable.

Work Experience:

- A previous experience in a similar position, in an international and/or NGO settings, would be an asset.
Skills/Competencies:

- Very good knowledge of the HR market in the area of Durban;
- Ability to work independently and aptitudes for multi-tasking;
- Highly organized, systematic and meticulous;
- Service-oriented and have strong sense of anticipation and initiative;
- Strong sense of discretion and confidentiality;
- Ability to meet deadlines and to cope at times with pressure and stress;
- Ability to work occasionally overtime;
- Thorough computer proficiency in the Windows and MS Office environment;
- Keen interest in the conference.

Languages:

- Fluent in English, writing and speaking; knowledge of other South African languages is a plus.

Interested and qualified candidates should send their CV and a cover letter, in English and by email only, to recruitment@iasociety.org by Monday 23rd March 2015.

Only candidates from South Africa or those who already have a valid South African working permit will be considered.

The IAS is committed to recruiting and sustaining a skilled, effective, diverse and gender-balanced secretariat, and to the greater involvement of people living with HIV (GIPA) in all aspects of its work. People living with HIV are strongly encouraged to apply.