HOPE Cape Town Association - Secretary

HOPE Cape Town, a local non-profit Organisation providing outreach and education on HIV and AIDS in the Western Cape, seeks a Secretary to support the day-to-day operations for the office at Tygerberg Campus, University of Stellenbosch.

Responsibilities of this position include, but are not limited to:
- General Administrative duties
- Correspondence
- Bookkeeping
- Maintaining staff and volunteer records and documentation
- Organizing and recording meetings
- Managing meeting and event calendars

The Secretary supports the Program Coordinator and the Head of Office and reports to them.

Requirements:
- Post-secondary Secretarial Qualification
- Advanced computer skills (Microsoft Office)
- Methodical and well organized
- Bookkeeping and/or accounting training, numeracy skills and attention to detail
- Excellent interpersonal skills, diplomatic and discrete; at ease with people from different social and economic backgrounds
- Superior Communication Skills: Fluent in English (spoken and written), other languages an asset; good telephone skills and ability to draft correspondence and reports.
- Team player but able to work independently
- Drivers licence, independent transport, no criminal record
- Work permit (if not SA resident)
- Willingness to enrol and complete the UNISA HIV and AIDS Counselling Course (training provided by HOPE Cape Town)

Applications should include a covering letter detailing each of the identified qualifications and skills, proof of qualifications and a current CV and a minimum of two references. Completed applications may be forwarded

To: **Kerstin Behlau**
       HOPE Cape Town Trust & Association
       University of Stellenbosch, Tygerberg Campus 7th floor,
       Clinical Building, Faculty of Medicine and Health Sciences
       P.O. Box 19145, Tygerberg 7505 Cape Town - South Africa
       Phone 021 - 938 9930
       Fax 021 - 938 6662
       Email admin@hopecapetown.com

Suitable candidates will be invited for an interview

Closing date for applications: 15 September 2013