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DRIVER 1 YEAR PHILIPI VILLAGE

The Desmond Tutu HIV Foundation (DTHF) is a registered non-profit organisation focused on the pursuit of excellence in research, treatment, training and prevention of HIV and related infections in Southern Africa.

We invite applications from candidates for a one-year contract position as a Driver for the Mobile Services (Mobile HIV Testing Unit).

Requirements:

- Grade 12 and a certificate in office management/ administration
- Code 10 drivers licence
- Experience in office administration and data capturing will be advantageous
- Experience in conducting research will be advantageous
- Routine maintenance on small/ medium commercial vehicles
- MS office proficiency
- Ability to function in a team
- Willingness to travel and work irregular hours, including weekends
- Maintain strict client confidentiality
- Make arrangements for project vehicles to go for routine and annual services
- Arrange for the generator to be serviced according to the required schedule
- Perform admin and related duties as and when required
- Police clearance

Responsibilities

- Driving the Tutu Tester Mobile Clinic daily to pre-arranged sites
- Oversee arrival and departure procedures, pack and unpack equipment
- Register clients in the field
- Maintenance of all Tutu Tester Project equipment
- Technical maintenance of Tutu Tester Project vehicles including the Tester
- Operation and maintenance of the biometric client registration system
- Capturing study forms on the biometric database and filling out forms

PASSION | INNOVATION | PROGRESS

Association incorporated under Section 21 registration no. 1999/005072/08 : NPO no. 148-956
Public Benefit no. 18/11/12/51

Directors: Prof R Wood; Prof L-G Bekker;

Ms Z Ebrahim(Chair); Ms T Tutu-Gxashe; Mr P Grant; Ms M K Ndebele; Mr C Abrahams; Dr M Sienaert

www.desmondtutuhivfoundation.org.za

To apply, quote Job reference, submit CV, motivation letter with certified copy of highest qualification and details of three (3) current contactable referees to: Attention HR Manager Jobs@hiv-research.org.za by 3rd March 2017 Job reference: #DTHF/C064. Only online applications via our jobs portal will be considered.

NB: Only short-listed candidates will be contacted. We are committed to equity in our employment practices. It is our intention to appoint individuals with the aim of meeting our equity objectives. We reserve the right not to appoint if no suitable candidates are identified.

This job may be removed before it expires.

If you are a foreign national applying for this position please attach a copy of your work permit to your application.

If you have not heard from us within two weeks after the closing date please consider your application as unsuccessful.

Desmond Tutu HIV Foundation is a child friendly organisation committed to the protection of children.

For more information about the organization please visit our website at www.desmondtutuhivfoundation.org.za