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BOARD OF HEALTHCARE FUNDERS OF SOUTHERN AFRICA ADVERTISEMENT MARCH 2018

JOB TITLE

Executive Assistant: Stakeholder Relations

REPORTING TO

Head: Stakeholder Relations

CONTRACT PERIOD

Permanent position

MAIN AREAS OF WORK

Key Performance Areas	Specific competencies, skills & experience required
<p>1. Stakeholder Relations</p> <ul style="list-style-type: none">• Assist head with stakeholder management activities• Track and report on various meeting outputs• Coordinate queries and respond to requests for information from key stakeholders addressed to the Head: Stakeholder Relations• Track queries and responses• Maintain relationships with key stakeholders as per position requirements• Coordinate key stakeholder engagement <p>2. Project Support</p> <ul style="list-style-type: none">• Project administration• Track & report on projects• Track and report on the new business development and product development projects	<ul style="list-style-type: none">• Grade 12• Tertiary qualification (National Diploma or undergraduate Degree essential)• 5 – 7 years' experience as a personal assistant• 2 – 3 years project management experience. Qualification would be beneficial• Experience in the Healthcare arena would be an advantage• Microsoft: Email, Word, PowerPoint (Intermediate to Advanced), Excel (Intermediate)



Key Performance Areas	Specific competencies, skills & experience required
<p>3. Planning and Monitoring</p> <ul style="list-style-type: none"> • Support the Head of Stakeholder relations to ensure high quality planning and reporting, providing recommendations and follow-ups on deadlines • Structure, plan and manage the Stakeholder Heads' agenda proactively to maximize efficiency as well facilitate planning, organization and optimization of travel schedule • Track and report on processes and procedures for the department • Track and report on risk register for the department <p>4. Meeting Management Coordinate internal / external meeting requests & logistics:</p> <ul style="list-style-type: none"> • Coordinate travel time in diary • Collate meeting documents with respective individuals – agenda / packs • Ensure meetings documents are prepared the day before • Take minutes of meetings • Track action items and deliverables <p>5. 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>6. 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 • Assist with budget control & management • Prepare presentations & reports 	<ul style="list-style-type: none"> • Must be able to communicate in English – written and spoken • Travel coordination • Strong administrative skills • Self-starter and motivated • Good customer / stakeholder interface • Delivery and goals driven • Ability to cope under pressure • Sense of urgency • Confidential

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