



Lower Ground Floor, South Tower,  
1Sixty Jan Smuts, Jan Smuts Ave, cnr Tyrwhitt Ave, Rosebank, 2196  
P O Box 2863, Saxonwold 2132, South Africa  
Tel: +27 11 537-0200 | Fax: +27 11 880-8798  
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**BOARD OF HEALTHCARE FUNDERS OF SOUTHERN AFRICA  
ADVERTISEMENT  
MARCH 2018**

**POSITION**

Intern: Events & Communication – 2 positions

**REPORTING TO:**

Section Head: Key Accounts

**CONTRACT PERIOD**

Fixed term contract; to start immediately contract ending 31<sup>st</sup> August 2018

**WORK HOURS**

Full day: 08h00 - 16h30

**MAIN AREAS OF WORK**

Key Performance Areas	Specific competencies, skills & experience required
<p><b>1. Events</b> Assist with the coordination of all aspects of internal and external events for the BHF:</p> <ul style="list-style-type: none"><li>• Event preparation</li><li>• Event logistics</li><li>• Event set-up at venue/s and logistics during the event</li></ul> <p><b>2. Administration</b> Assist with the administration for Key Accounts and Communications &amp; Media:</p> <ul style="list-style-type: none"><li>• Update database</li><li>• Compile checklists &amp; check information</li><li>• Administrative tasks</li></ul>	<ul style="list-style-type: none"><li>• Grade 12</li><li>• Degree or National Diploma in Marketing, Communication or Event Management</li><li>• MS Office suite: Outlook, Word, PowerPoint, Excel (Intermediate level)</li><li>• Experience in event coordination would be an advantage</li><li>• A creative approach to problem solving</li><li>• Self-starter and motivated</li><li>• Delivery and goals driven</li></ul>

SERVING MEDICAL SCHEME MEMBERS



DIRECTORS: Executive ZH Zokufa (Managing) Non-Executive: CM Mini (Chairman), D Alexander (Botswana) K Aron, S Jikwana, P Jordan, H Kelly, BJ Kruger, M Mahlaba, G U Mbatapa (Namibia), NA Nair, GS Newton, T Nsele, JJ Pretorius, C Raftopoulos, T Ramokgopa (Lesotho), B Ramasia, S Sanyanga (Zimbabwe), SJ Velzeboer (Australia)



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Key Performance Areas	Specific competencies, skills & experience required
	<ul style="list-style-type: none"><li>• Ability to work under pressure, for prolonged periods</li><li>• Confidential</li><li>• Sense of urgency</li></ul>

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 12<sup>th</sup> 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](mailto:carrie.smithza@gmail.com)

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