

VACANCY	
Job title:	Project Administrator (8 Months contract)
Division	Wastewater Genomics
Type:	Permanent ☐ Fixed Term ☒ Temporary ☐
Main purpose of the job:	To provide administrative support for CVI wastewater project team members.
Location:	NICD, Sandringham
Closing date:	09 October 2026
Submit detailed CV to:	Vacancies32@witshealth.co.za
Advert reference number:	Project Administrator:01
In accordance with our Employment Equity goals and plan, preference will be given to suitable applicants from designated groups as defined in the Employment Equity Act 55 of 1998 and subsequent amendments thereto.	

Key performance areas

- Provide front-office support for the wastewater genomics division and coordinate day to day communication within the team.
- Provide regular updates and feedback on status of project activities and action items.
- Monitor and manage incoming emails by addressing requests, resolving queries, and responding on behalf of the project, or escalating matters to the appropriate team members where necessary.
- Support procurement of project requirements through timeous placing orders, keeping track of deliveries, facilitating payments and documenting expenses.
- Keep accurate detailed records of all orders, including reference numbers.
- Arrange local and international travel, and allowances where applicable.
- Ensure compliance with NICD and NHLS requirements when team uses vehicles.
- Keeping up to date vehicle records.
- Facilitating in-person and virtual meetings including preparing and sending agendas.
- Ensure all minutes are signed and appropriately filed.
- Keep accurate records of all project activities as directed by the Project Manager.
- Keep accurate records of project assets.
- Follow up with team members on outstanding action items arising from admin and project related meetings as directed by the Project Manager
- Develop and maintain relationships with project stakeholders to facilitate project activities.
- Maintain cordial and positive relations within the team, proactively supporting conflict resolution and team building initiatives.

Required minimum education and training

- Diploma in office management or other related qualifications.
- Demonstrated proficiency in Microsoft Office.

Required minimum work experience

Minimum 2 years' work experience in an office-related environment

Desirable additional education, work experience and personal abilities

- Exceptional organizational and administrative skills.
- Ability to maintain confidentiality, tact and professionalism at all times.
- High levels of initiative.
- Self-motivated, able to work as part of a multidisciplinary team.
- Own reliable transport would be an added advantage.
- Empathetic but assertive, confident and adaptable.
- Take ownership and accountability for tasks and demonstrate effective self-management
- Maintain a positive attitude and respond openly to feedback.

Should you be interested in applying for this vacancy, please send an email to vacancies32@Witshealth.co.za. The subject heading of the email must include **Project Administrator:01**. Please include the following documentation:

- A cover letter (maximum one page) that clearly states which vacancy you are applying for.
- A Detailed CV with two contactable references