



WE DELETE BLOOD CANCER

CAREER OPPORTUNITY PERMANENT JOHANNESBURG	
Job Title: Administration Support	Department: DKMS ATT Africa
Report to: Representative DKMS ATT Africa	Direct Reports (if any): 0

ABOUT DKMS

DKMS is an international non-profit organisation dedicated to the fight against blood cancer and blood disorders. Founded in Germany in 1991 by Dr. Peter Harf, the mission at DKMS is to give as many patients as possible a second chance at life. Over the past three decades, DKMS has grown into the world's leading facilitator of unrelated blood stem cell transplants. With more than 13 million registered donors worldwide, the organisation has already provided over 125,000 patients with a lifesaving stem cell donation. Today, DKMS employs more than 1,600 people across its offices in Germany, the USA, Poland, the UK, Chile, India, and South Africa, working together to bring hope to patients around the globe.

As part of the global DKMS organisation, **DKMS Africa** is committed to giving hope and a second chance at life to patients across South Africa and the African continent. Our work focuses on building an ethnically diverse registry of blood stem cell donors, raising awareness, and supporting patients throughout their treatment journey. By connecting local expertise with DKMS's international network of medical leaders, we ensure that both patients and doctors benefit from world-class knowledge and innovation in stem cell donation. Every patient deserves a match. Every match begins with someone willing to become a donor.

At DKMS Africa, we are driven by that belief - together, we can make a lifesaving difference.

ABOUT DKMS ATT

The Access to Transplantation (ATT) team is responsible for the development and implementation of DKMS Group gGmbH's international funding programs and projects, which aim to provide as many patients as possible in low- and middle-income countries (LMICs) with access to life-saving therapy. This is to be achieved by removing socio-economic and infrastructural barriers to access to stem cell transplantation.

The focus area is continuously being developed both conceptually/strategically and in terms of planning and implementation.

For the South-African region the full-time representative creates more opportunities to facilitate transplants for children with leukaemia, for whom treatment would not be affordable without third party support from within the country and through the DKMS ATT program.

JOB PURPOSE

The position of Administration Support works as an integral member of the DKMS ATT Africa Team and is responsible to maintain the team activities' administration.



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KEY INTERNAL AND EXTERNAL RELATIONS

- Department of Health/Social Development/Human Settlement
- SASSA
- Other NPOs e.g. CHOC, CANSA
- Patients and caregivers
- Representative DKMS ATT Africa
- Patient Services Team
- Patient Registry Team
- Colleagues in other DKMS companies internationally

KEY RESPONSIBILITIES

1. The primary responsibility of this role is to keep day-to-day operations running smoothly so the team can focus on the core work. In short: admin support makes sure the right information, people, and resources are in the right place at the right time. This will include:
2. **Free HLA typing program**
 - Receive samples/orders from registry
 - Ensure completed forms and informed consents received
 - Logistics coordination: Create shipments, Manage and follow-up on courier arrangements, Confirmation of deliveries to LSL, Follow up on testing progress
 - Data capture
 - Reporting to teams
 - Document management
 - Reimbursement of courier fees by DKMS Group
 - KPI reporting to QMS
3. **Social Mobilisation**
 - Arrange Community Health Worker and traditional healers/leaders training sessions, collateral, food, refreshments and certificates
 - SASSA grants: facilitate documentation and appointments for doctors and patients
 - Facilitate allocation of doctor and patient requests
 - Capture patient services patient demographic data
4. Manage collateral stock
5. Manage team travel arrangements
6. **Ad hoc activities including:**
 - Managing information and documents
 - Coordinating communication
 - Organising schedules



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- Supporting processes
- General office support

EDUCATION, EXPERIENCE, AND KNOWLEDGE

1. Successfully completed studies (BSc) Degree, with focus on psychology, pedagogy or comparable.
2. Data management capturing
3. Undertake partial duties for the Patient services
4. Compliance, good understanding of POPIA
5. Minimum of 1 year relevant experience within similar or medical industry.
6. Experience within the medical field would be an added advantage

SKILLS AND ABILITIES

1. Relationship building
2. Advanced English skills
3. Attention to detail - accuracy
4. Good knowledge of MS Word, MS Excel, and MS PowerPoint
5. Good knowledge of databases
6. Excellent verbal and written communication skills

CORE COMPETENCIES

1. Highest degree of empathy (tactfulness, friendliness, active listening, distinct empathy)
2. High emotional resilience
3. Advanced process understanding
4. Ability to conceptualise
5. Very good organizational skills
6. Analytical thinking ability
7. Structured thinking and acting
8. Strong passion for the DKMS mission and values.

If you don't hear from us within 10 business days after the closing date, please consider your application unsuccessful.

Appointment will be made in line with our Employment Equity Plan, preference will be given to Coloured and African Males, however, we encourage all persons from designated groups to apply.

Interested applicants are invited to submit their CV to careers@dkms-africa.org

CLOSING DATE: 14th June 2026