



WE DELETE BLOOD CANCER

JOB DESCRIPTION

Job Title: Intern: Administrative Assistant	Department: Country Manager
Report to: Executive Personal Assistant	Direct Reports (if any): 0

LOCATION: Cape Town

ABOUT DKMS

DKMS is an international non-profit organization dedicated to the fight against blood cancer. Founded in Germany in 1991 by Peter Harf, DKMS and the organization's over 1000 employees have since relentlessly pursued the aim of giving as many patients as possible a second chance at life. With over 11 million registered donors, DKMS has succeeded in doing this more than 100,000 times to date by providing blood stem cell donations to those in need. This accomplishment has led to DKMS becoming the global leader in the facilitation of unrelated blood stem cell transplants. The organization has offices in Germany, the US, Poland, the UK, Chile, and South Africa.

DKMS Africa is a non-profit organization that recruits blood stem cell donors for blood cancer patients.

We give hope of a second chance at life to all patients in South Africa and the continent. As part of the international DKMS Group both doctors and patients benefit from extensive global knowledge, through our network of leaders in stem cell donation.

JOB PURPOSE

To provide administrative support to the Executive Personal Assistant

KEY INTERNAL AND EXTERNAL RELATIONS

- Executive Personal Assistant
- ZA DKMS staff
- DKMS Germany Travel Centre
- Suppliers and service providers as appropriate

KEY RESPONSIBILITIES

1. Maintaining confidentiality and safeguarding the information disclosed in the trust relationship with the Executive Personal Assistant.
2. Assist the Exec PA with any meeting arrangements, as and when required, including:



WE DELETE BLOOD CANCER

- Board Meetings and venue preparation
- Meetings for Communications Department & Donor Recruitment, including stakeholder meetings
- Arrange training for Donor Recruitment and Volunteer Management.
- 3. Assist the Exec PA with all travel and accommodation arrangements, including:
 - booking of accommodation and flights/cars
 - communication with relevant parties to ensure all travel documents are submitted both internally and with suppliers and service providers.
 - Ensure that all payments due to service providers are settled prior to guest arrivals.
 - Co-ordinate and arrange subsistence allowance
- 4. Ordering of the following, under the supervision of the Exec PA:
 - Stationery and office supplies
 - Consumables, such as cleaning products, etc.
 - Assist as when required with ordering materials for different departments as instructed.
- 5. Assistance with claims management.
- 6. Assistance in collecting data and compiling reports, as and when required.
- 7. Assistance with Funding requests for DR Team.
- 8. Liaise with external service providers as and when required, for example when making travel arrangements; ordering supplies, etc.
- 9. Any other business-related duties deemed appropriate by the Executive PA, subject to time and commensurate with level of responsibility and salary.

EDUCATION, EXPERIENCE, AND KNOWLEDGE

1. Matric certification. Relevant Diploma in administration or secretarial or equivalent would be an added advantage.
2. Minimum of 1 years' experience in an administrative role.

SKILLS AND ABILITIES

1. Sound administrative skills.
2. Good IT skills and computer literacy (including Word, Excel and PowerPoint).
3. Good organisational and project management skills

CORE COMPETENCIES

1. Excellent communication (oral and written) and interpersonal skills.
2. Flexible approach to work and highly organised working practices.
3. High organisation skills.



WE DELETE BLOOD CANCER

4. Teamwork.
5. Establishing and maintaining relationships with the local and international team.
6. Independent and self-starter
7. A good understanding of the role of confidentiality and data protection.
8. Tact, diplomacy and discretion when dealing with people.

BUDGET

Does this position have a budget? If so, how much?

N/A