

We are Hiring



www.careers.drlahese.co.za

HR and Finance Officer

- BCEA Knowledge
- LRA
- OHSA
- Payroll
- Invoice Payments (Subcontractors)
- Development of workplace policies
- VMMC Experience & Knowledge
- Related Qualifications
- Flexible office hours

Closing Date 30 September 2023

We are Hiring



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Senior Data Capturer

- In-depth VMMC knowledge
- Data Capturing (VMMC)
- Filing and Record keeping
- Monitoring & Evaluation Knowledge
- VMMC | Data Capturing Qualifications
- Reasonable Experience in VMMC
- Sound Computer Systems Knowledge & Experience

Closing Date 30 September 2023

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Clinical Associate

- Registration of HPCSA
- VMMC Training and Experience
- Lead Surgeon (Team Leader)
- Facilities Management
- Monthly Report Writing
- Monitoring & Evaluation Knowledge
- In-depth VMMC knowledge of VMMC Policies & Guidelines

Closing Date 30 September 2023

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Personal Assistant

- Chief Administrator
- Point of Contact
- Manage diary, schedule meetings & appointments
- Make travel arrangements
- Take dictation and minutes
- Manage the office space
- Manage contractor's relations
- Assign roles and duties
- Oversee sites operational plan
- Ready to travel between Mpumalanga, Free State & North West

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