
INTERNAL ADVERTISEMENT

Information Administrator

National Office

loveLife is looking to recruit a suitable candidate to provide information support systems to the loveLife offices, their programmes, support and associate partners. The successful applicant would be required to fulfil the following primary functions in a professional manner and with technical excellence:

- Manage correspondence and requests (Letters and faxes received) to and from the general public.
- Dissemination of new material loveLife partners databases and general networks.
- Responsible for managing in liaison with the logistic and finance departments, the invoicing for the communication and media teams.
- Maintain Human Resource systems for both Communication and Media teams.
- Maintain and manage accurate communication databases such as managing the public drive.
- Maintain and safe keep of all loveLife photographs, media and communication material, CD's etc.
- Keep samples of all original merchandise for brand consistency purposes.
- Assist with relieving the receptionist for 1 hour everyday

Suitable candidates will need to satisfy the following requirements:

- Grade 12/Matric National Certificate
- Diploma in communication or related field
- Excellent knowledge on HIV/AIDS
- Excellent interpersonal skills
- Ability to multi-task and prioritise
- Proven experience in administration ,project and programme co-ordination
- Ability to work under pressure and take initiative
- Excellent computer literacy
- Effective time management skills
- Valid driver's licence

Total remuneration package: Commensurate with experience

Please forward the a summarised CV-no certificates to Fax: (011) 523-1067 or
e-mail address: recruit@lovelife.org.za
to reach loveLife National Offices no later than the 1st February 2010

If you have not heard any response within six weeks after the closing date, please accept that your application has been unsuccessful

