

Job Title	:	Operations Administrator
Department	:	Research Department
Reports to	:	Senior Project Manager
Location	:	Ndevana Community Research Site
Annual salary range	:	R192,647 – R215,168 plus 15% rural allowance

*(Please note that the salary range mentioned is indicative only. The offer to the successful candidate will be determined within this salary range, based on the candidate's relevant qualifications and experience).*

#### **Purpose of the position:**

The Operations Administrator will support operational and financial activities at Ndevana CRS. This role ensures meticulous tracking of all site expenses, particularly study-related transactions, and verifies accurate capture for sponsor invoicing. The incumbent will also provide general operational support at the site.

#### **Scope of work:**

- Track and verify all site expenses, ensuring accurate documentation for participant reimbursements, meals, clinical visits, and other study-related activities.
- Reconcile all participant-related financial transactions and ensure alignment with study protocols and budgets.
- Work closely with the Operations Coordinator to cross-check petty cash transactions when required.
- Ensure all study-related expenses are captured accurately for invoicing to sponsors.
- Maintain awareness of study-specific financial requirements and guidelines.
- Assist in preparing financial summaries and reports for the Senior Project Manager and Principal Investigator.
- Participate in site and team meetings to stay updated on study activities, timelines, and financial requirements, and take accurate minutes for record-keeping and follow-up.
- Ensure all documentation and receipts are filed and easily retrievable for audits or sponsor queries.
- Identify discrepancies or anomalies in financial records and flag them promptly for review.
- Support operational processes at the site as required, including assisting the team during high workload periods or in the absence of the Operations Coordinator.

**Qualifications:**

- Diploma or Certificate in Finance, Accounting, or related field (essential).
- Short course in operations or financial management (advantageous).
- Valid GCP certification (advantageous).

**Experience:**

- 1 - 2 years of finance, operations, or administrative experience (essential).
- Experience in tracking and reconciling expenses (essential).
- Experience working in a research environment (advantageous).

**Additional requirements:**

- Proficiency in MS Office, particularly Excel.
- AI Literacy: Ability to use AI tools to support everyday tasks.
- Proficiency in reading, speaking, and writing English.
- Proficiency in reading, speaking, and writing Xhosa (advantageous).
- Valid driver's license (advantageous).
- Willingness to work at a rural site.
- Willingness to work reasonable extended hours when required, in accordance with the BCEA.

**Application process:**

Interested candidates should apply by accessing the following link:

<https://vacancies.fpdsiu.co.za/>

**Closing date for applications:** 1 October 2025 at 16h00

The Foundation for Professional Development fosters a diverse and inclusive workplace. We invite and encourage qualified candidates with disabilities to apply for positions within our organization. In line with the company's Employment Equity Plan, preference will be given to suitably qualified male candidates from designated groups.

**Please note:** Only shortlisted applicants will be contacted. If you have not been contacted within four weeks after the closing date of this advertisement, please accept that your application was unsuccessful. The company reserves the right not to make an appointment.