

ADMINISTRATIVE/FINANCIAL OFFICER

AIDS Accountability International

AIDS Accountability International (AAI), an independent non-profit organization working to accelerate progress in the response to the AIDS, seeks applications for an Administrative/Financial Officer to be based at AAI's Rating Centre in Cape Town, South Africa. This is an 11 month (renewable) contract, part-time. Reporting to the AAI Head of Operations, the successful applicant will be responsible for bookkeeping, including; handling cash receipts and payments, monthly payroll, invoicing, debt monitoring and creditor management, monthly tax returns and annual reconciliations, administrative account coding of invoices and receipts and the coordination of the section 21 company's secretarial records and contracts with different authorities in South Africa.

Requirements include: 1) BComm degree and 1-3 years of work experience in the NGO sector; 2) the ability to work independently as well as in a team; 3) strong written and spoken English; 4) competence with Microsoft Office software; and 5) a valid work permit for South Africa. To apply, e-mail your CV with three contactable referees and motivational cover letter to info@aidsassibility.org, by **15 August 2010**, with "APPLICATION: Administrative/Financial Office" in the subject line. AAI is an equal opportunity employer.

OFFICE ASSISTANT/MANAGER

AIDS Accountability International

AIDS Accountability International (AAI), an independent non-profit organization working to accelerate progress in the response to the AIDS, seeks applications for an Office Assistant/Manager to be based at AAI's Rating Centre in Cape Town, South Africa. The successful applicant will be responsible for assisting with general administrative and logistical tasks in the office, the regular organisation of internal and external communications and correspondence, taking meeting minutes, co-ordinating travel arrangements, producing the newsletter, and translation/proof reading of documents.

Requirements include: 1) Bachelors degree and 1-2 years of work experience in the NGO sector; 2) strong written and spoken English; 3) competence with Microsoft Office software; and 4) a valid work permit for South Africa. To apply, e-mail your CV with three contactable referees and motivational cover letter to info@aidsassibility.org, by **15 August 2010**, with "APPLICATION: Office Assistant/Manager" in the subject line. AAI is an equal opportunity employer.