

Key Performance Area	Activities	Key Performance Indicators/Outputs
<p>Conduct general administrative duties to ensure smooth daily running of Health-e</p>	<ul style="list-style-type: none"> • Responsible for the reception area of the office, answering telephones and dissemination of accurate messages, e-mails, postage collection and delivery, receive visitors, arrange for parking, refreshments etc • Responsible for renewing newspaper subscriptions • Control of stock of stationery, maintenance and repairs to office equipment • Update asset register and insurance • Office supplies – order cleaning supplies and refreshments for office • Monitor renewal of service provider contracts i.e. Newsclip; Rental agreements, PO renewals, car hire companies etc • Instruct Thusa (email service provider) to create/remove health-e emails • Maintain and updating filing system 	<p>Johannesburg office runs smoothly,</p>

	of all HE legal docs	
Support Health-e staff and HR	<ul style="list-style-type: none"> • Provide support to Managing Editor, p • Oversee admin intern who controls the story and broadcast database - check Newsclip emails and Google alerts record where stories are being used. Also check for online mentions and recording them • Help to track impact of stories and recording them • Process staff claims • Provide admin support to journalists when needed • Arrange travel, accommodation and transport for staff • Maintain staff leave schedule • Place ads for new staff, assist in screening process. • Manage personnel files • Source and purchase new equipment for staff where necessary 	<ul style="list-style-type: none"> • monitor when donor reports are due • Ensure there is a detailed log of all stories published or broadcast by Health-e, including publication, date, page number & 'size' of story and their impact <p>Staff satisfaction with support level</p>

	<ul style="list-style-type: none"> • Assist with logistics of the OurHealth CJ project – procure new tablets when required, send tablets to CJs, ensure that tablets are insured • Responsible for logistics for HE events such as workshops for CJs etc 	
Financial management	<p>Send details for invoicing to CMDS accounting firm – monitor all invoices received by Health-e, record on payment schedule, obtain authorisation and forward to CMDS for payment.</p> <p>Follow up on outstanding payments.</p> <p>Maintain Petty Cash</p> <p>Instruct CMDS to raise monthly invoices for clients i.e. INN, News24 also RHAP and forward invoices timeously</p> <p>Send monthly payroll to CMDS</p> <p>Send CJ salary information to CMDS for payment</p>	<ul style="list-style-type: none"> • Ensure the timely paying of invoices
Board administration	<p>Liaise with Health-e Board – inform and remind of board meeting dates; arrange catering; compile and send board packs timeously</p> <p>Update Board Registry at</p>	<ul style="list-style-type: none"> • Smooth functioning of Board meetings

	CIPC when changes occur	
General	Contribute ideas that can boost HE brand.	