



The Highly Vulnerable Children Research Center at Tulane International LLC Project Assistant

The Highly Vulnerable Children Research Center in Cape Town (<https://hvc-tulane.org/>) operates as part of Tulane International LLC, a wholly-owned subsidiary of Tulane University in the USA. With PEPFAR funding from USAID, the Center works to improve the lives of vulnerable children and families through rigorous research, capacity building, and working with policymakers. This position is based at the Cape Town office and reports directly to the Tulane International Director. This position will support project administrative functions and provide support to Tulane's capacity-building efforts, particularly those associated with Tulane's flagship programme Let's Talk (<https://letstalk.org.za/>).

Major Job Duties

Support training and programme initiatives

- Management of evidence-informed family strengthening and HIV prevention group programmes for adolescents and their caregivers (Let's Talk and Let's Talk Digital), as well as online courses providing core facilitation skills and sexual and reproductive health knowledge for community stakeholders working with adolescents and youth (Let's Build Skills).
 - Assist directly with review and updates to the Let's Talk and Let's Talk Digital curriculums, implementation guidelines, and other programmatic resources.
 - Support the development and organization of trainings for Let's Talk, Let's Talk Digital, and Let's Build Skills facilitators and Master Trainers.
 - Support implementing partners by responding to informational requests and providing summary reports, as well as follow-up regarding participants who have not completed training
 - Provide updates to data collection tools, promotional and training materials
 - Provide support with summarizing programme evaluation results
 - Assist in the development and delivery of webinars to stakeholders that showcase updates and results of these initiatives.
 - Establish and maintain relationships with stakeholders, including government, donors, NGOs, consultants, staff and service providers to ensure effective implementation of these initiatives

Administrative

- Track expenses, collect invoices and prepare reports

- Provide administrative support to the Director including drafting correspondence to key stakeholders, and preparing status reports and briefing notes.
- Provide logistical support and organization of online and in-person meetings, events, and workshops with stakeholders and visitors
- Make travel arrangements for the Director, staff, and Tulane affiliated international visitors
- Maintain accurate records of project activities
- Manage office supplies and general correspondence with employees and service providers
- Assist on special projects as directed; including taking dictation and minutes and preparing related reports/summaries as well supporting the production of project reports and presentations

Knowledge and Skills Required to Perform the Essential Job Functions:

- Bachelor's degree or equivalent and prior project administration experience.
- Skilled in operating personal computer and general office equipment (fax, copier, scanner, printer)
- Advanced computer skills in Windows and Microsoft-based products, including Office suite programs (Word, Excel, PowerPoint, and Outlook)
- Experience with Adobe Acrobat Professional
- Experience organising and delivering virtual trainings
- Experience with online training courses
- Excellent fluency in writing, reading and speaking English
- Strong writing, proofreading, and typing skills
- Basic accounting and project management skills
- Good communication skills and a team player

Other Essential Candidate Traits:

- Attention to detail and record-keeping and organizational skills must be a strength
- Excellent interpersonal and communication skills
- Ability to engage effectively and professionally with a range of South African and international colleagues
- Ability to manage several projects at one time and follow through to completion
- Ability to adapt to change quickly and be flexible in handling projects
- Proactive in anticipating issues and working to find solutions
- Motivated and enthusiastic to work in a fast-paced environment
- Willing to learn new skills and duties as needed

Applicants should email CV and cover letter describing your interest and suitability for the position to hvcteam@tulane.edu by 17 February 2025:

If no response by 31 March 2025, please assume your application was unsuccessful.