Programme Support Assistant

Location: Woodstock (Cape Town)

Kheth'Impilo is looking to employee a vibrant individual that will provide high level administrative support to its Senior Programme Manager to ensure the smooth functioning of the Programmes portfolio. The ideal candidate should be able to manage a demanding portfolio, be able to rapidly change pace to meet the demands of this office. If attention to detail speaks to you and you thrive on innovation, then please forward your application to be considered for this role.

**Ref No:
PSA03/03/2026**

Requirements

Reside in the greater Cape Town metropole

- 2-3 experience in an administrative or project support role, preferably in the health or non-profit sector. New Graduates will be considered if they meet the rest of the requirements.
- Proven strong organisational, communication, and time management skills.(Will be tested)
- High proficiency in Microsoft Office Suite (Sharepoint, Word, Excel, PowerPoint, Outlook); experience working with databases an advantage.
- High attention to detail,professionalism, and discretion with sensitive information.
- Ability to multitask, workunder pressure, andmeet tight deadlines.
- Motivational letter and strong references.
- Be able to pivot rapidly as the need arises*

Advantageous to have a tertiary qualification in administration

Key responsibilities

- Provide administrative support to the Senior Programme Manager, including calendar management, meeting scheduling, document preparation, filing, and minute-taking.
- Support programme coordination with donor and stakeholder reporting.
- Track programme deadlines, deliverables, and reporting cycles to ensure timely execution.
- Provide administrative and logistical support to research activities
- Assist with proposal development and ensuring submission compliance.
- Support smaller funded projects by managing timelines, documentation, and reporting requirements.
- Organise and support meetings, workshops, trainings, and fundraising events, including logistics and onsite/virtual support.
- Provide administrative support in line with organisational procedures.
- Maintain programme tools, SOPs, templates, and support version control and distribution

Apply via link provided:

Click HERE

OR - Scan the QRCODE

**VISIT our website
https://www.khethimpilo.org**

Only shortlisted candidates will be contacted.
In line with Kheth'Impilo's commitment to Employment Equity, we encourage applications from disabled persons and applicants from designated groups. Khethimpilo reserves the right to fill the position.