
Terms of Reference

Position : Administrative & Personal Assistant
Duration : 1 May – 30 April 2026
Overseer : CEO
Date : 15 February 2025

1. Background

EthiXPERT was established in 2018 under the Companies Act 71 of 2008, with its registered head office located in Pretoria, South Africa, and an additional branch in Kilifi, Kenya.

EthiXPERT's mission is to foster responsible and ethical research capacity in Africa. Recognising that research ethics are vital for health, quality of life, and social development, EthiXPERT is committed to enhancing the responsible conduct of research. This is achieved through training and the development of tools aimed at empowering health and social research stakeholders across the continent. The organization emerged from the vision of COHRED, which aspires to strengthen African institutions by equipping them with the necessary local knowledge, skills, and expertise to create relevant, locally-driven solutions.

COHRED has developed the Research for Health and Innovation Organiser (RHInnO Ethics), an innovative cloud-based platform, or Software as a Service (SaaS). This platform enables Research Ethics Committees (RECs) and Institutional Review Boards (IRBs) in low- and middle-income countries (LMICs) to conduct ethical reviews of research in a more efficient, accelerated, and standardised manner. The implementation of RHInnO Ethics significantly reduces review times for study protocols—by as much as 12 months—especially for complex, multi-centre studies that are increasingly common in testing new medicines, vaccines, technologies, diagnostics, and services.

2. Composition:

This not-for-profit company is governed by a board of seven directors, five of whom serve voluntarily. The non-executive directors include the Chair, Vice-Chair, Director of

Research and Innovation, Director of Business and Strategic Development, and Director of Financial Affairs. The executive leadership team comprises the Chief Executive Officer and the Chief Operating Officer, both are executive directors of the organisation.

3. Income Streams

Annual subscription fees from the RHInnO *Ethics* users, grant funding and training courses are the three income streams of EthiXPERT.

4. Objectives

The Administrator will provide support to EthiXPERT by ensuring that the company's administrative operations run smoothly and efficiently. Timely liaison with service providers, contractors and other colleagues is essential.

5. Scope of Work

1. Office Management: Overseeing daily operations, ensuring both offices run smoothly (Kilifi and Pretoria offices)
2. Communication: Serving as a point of contact for internal and external communications, including emails, phone calls, and meetings.
3. Scheduling: Managing calendars for the CEO, scheduling meetings, and coordinating events.
4. Documentation: Maintaining accurate records, filing systems, and databases, and ensuring documentation is organized and accessible.
5. Support Services: Providing administrative support to all departments, including data entry, report preparation, and project assistance.
6. Financial Management: Assisting with invoicing, expense tracking and issuing of receipts
7. Human Resources: Supporting HR functions like onboarding new employees, maintaining employee records, and coordinating training sessions.
8. Compliance Management: Ensure compliance with SARS and CIPC
9. Policy Implementation: Ensuring adherence to organizational policies and procedures, and helping to implement new policies as needed.
10. Technology Management: Managing office technology and software systems, troubleshooting issues, and coordinating with IT when necessary.
11. Event Management: Assisting with webinars and other training events (planning, marketing, programmes, certificates of attendance, etc).
12. Social Media Management: Regular posts on all social media platforms and growing followers, likes, etc.

6. Requirements:

1. A minimum of 5 years experience is required
2. Strong numeracy and analytical skills.
3. Good problem-solving and time-management skills.
4. Highly organised and detail-oriented.
5. Experience in the Non-Profit Company environment will be an advantage.

7. Terms of Reference:

1. The Administrator will work from his/her premises in Pretoria, using personal equipment, stationery, internet and cell phone
2. The Administrator will be a full-time employee
3. Work independently with direct communication to the CEO and COO
4. Will report to the CEO
5. An initial agreement for one year will be signed, renewable upon satisfactory performance and availability of funds.

8. Compensation

1. Gross Salary: R18k per month.
2. Statutory deductions such as PAYE, SDL and UIF will apply.
3. Employees are responsible for their own medical insurance and pension fund.

9. Important Note

1. EthiXPERT will consider race, gender, age and disability diversity in its selection process.
2. A shortlist of appropriate candidates will be compiled and interviews will be conducted with only them.

10. Interested parties can apply as follows:

1. Share an abridged CV, accompanied by an application letter and at least three references with the COO by no later than 15 March 2025. A certified copy of the applicant's ID must accompany the application.
2. Contact details: corline@ethixpert.org.za / 082 374 2390