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P O BOX 13801, MOWBRAY, 7705, Cape Town,
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GRANTS MANAGER PERMANENT HEAD QUARTERS; WOODSTOCK

The Desmond Tutu Health Foundation (DTHF) is a registered non-profit organisation focused on the pursuit of excellence in research, treatment, training and prevention of HIV and related infections in Southern Africa.

We have fantastic job opportunities across our businesses for talented people wanting to realize their full potential. Could that be you? If so, we invite you to explore the possibility of joining us to play your part in Desmond Tutu Health Foundations' exciting future.

DTHF currently has a vacancy for a Grants Manager (GM). This individual is responsible for managing the full grants function of the organisation and all related Grants income. Reporting directly to the Chief Financial Officer (CFO) and informing the CFO on tactical matters as they relate to donor relations, grant projections, budget management, Debtors and invoicing, promoting process improvement, and policy updates with changing regulations.

Minimum Requirements:

- Degree in finance and/or related field of study
- Minimum of five years' Grant management/ accounting experience including the preparation of Audit Committee Reports, management accounts and income and expenditure statements
- Minimum 5 years experience managing staff
- Experience in working on SAP Business 1 or similar financial software
- Knowledge of Office Suite and Excel
- Knowledge of grants policies and procedures (e.g. NIH and EU)
- Knowledge and implementation of SARS rules on VAT of income
- Computer literacy in Ms Office; Excel (Advanced)
- Attention to detail and good numeracy skills
- Excellent analytical skills and problem-solving abilities
- Excellent communication skills – verbal and written
- Integrity, a personal sense of accountability

Responsibilities:

Optimising the grants system

- Ensuring all Standing Operating Procedures (SOP's) and policies are in place
- Develop a dashboard in SAP for visibility of the grants function

Financial reporting and risk mitigation

- Oversee the Debtors function and ensure that invoicing takes place as per milestones and according funder contracting
- Quarterly reporting to the Audit & Risk Committee on grants pipeline and project sustainability status
- Oversee the issuance of valid, accurate and complete grant related information to auditors, funders and any other ad hoc stakeholders

PASSION | INNOVATION | PROGRESS

Non-Profit Company : Registration no. 1999/005072/08 : NPO no. 148-956

Public Benefit no. 18/11/13/51

Directors: Prof L-G Bekker; Ms Z Ebrahim (Chair); Ms T Tutu-Gxashe; Mr P Grant; Ms M K Ndebele; Dr A M Kubeka;
Mr K Osborne; Mr R Appelbaum

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Grants Finance Management:

- Oversee grants management process flow and SOP to ensure timely submission of grants to funding agencies (within due dates)
- Develop and maintain expertise in the grants proposal legal framework and funder requirements
- Assign and support the Grants Finance Officer allocation to new grant proposals, to ensure the financial requirements of the organisation are met
- Develop and maintain a database for active grants to ensure that all post-award reporting deadlines are adhered to and sustainability can be measured
- Ensure funder specific compliance requirements are met with regards to proper allocation of revenue and expenditure to projects
- Maintain a high level of knowledge of grant contract terms and conditions to support problem solving and resolution of complex post-award issues (e.g. carry-over requests, resourcing of early termination costs, Project-to-Project cost allocations, etc.)
- Ensure cohesion between core finance and grants finance to efficiently and effectively manage post award reporting
- Sign off on all funder financial reports and present to CFO monthly for final sign off by CFO
- Manage the organisation revenue for sustainability through the invoicing and Budget vs Actual expenditure monitoring across all active awards for presentation to CFO
- Close out inactive awards and keep accurate and up to date database of changes to status of projects

Staff Management:

- Line Manage grants team

Values fit: Passion Innovation Progress Integrity Respect Excellence

Submit a detailed cover letter, updated CV with certified copy of highest qualification and details of two (2) current contactable referees by 06 December 2024. Incomplete applications will not be considered.

If you are a foreign national applying for this position please attach a copy of your work permit to your application.

Only short-listed candidates will be contacted.

If you have not heard from us within four weeks after the closing date please consider your application as unsuccessful.

We are committed to equity in our employment practices. It is our intention to appoint individuals with the aim of meeting our equity objectives. We reserve the right not to appoint if no suitable candidates are identified.

I understand and accept that by applying for this position, I authorized DTHF to process my personal information in accordance with its internal operational requirements.

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I further understand that the personal information I disclose to DTHF will be processed in accordance with the requirements set out in the Protection of Personal Information Act and may include the transferring thereof to third parties for the purposes of verification.

This job may be removed before it expires.

Desmond Tutu Health Foundation is a child-friendly organisation committed to the protection of children.

For more information about the organization please visit our website.

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