



BeyondZero

a partner in public health transformation

Beyond Zero (BZ) has been successfully implementing comprehensive services across the HIV and TB care continuum in the Eastern Cape (EC), KwaZulu-Natal (KZN) and Limpopo Provinces in the past 16 years; targeting key and vulnerable populations including adolescents and youths, sex workers (SW), orphans and vulnerable children (OVC) and men who have sex with men (MSM) and people living with HIV amongst others. As one of the 4 nominated Principal Recipient (PRs) in South Africa to lead and provide strategic management, oversight, monitoring and evaluation on the implementation of the Global Fund grant for the period April 2019 until March 2022, Beyond Zero is recruiting to fill the following positions under the GF funding mechanism.

Location: BZ Head Offices in East London, Eastern Cape or BZ Gauteng Offices.

Contract duration: One year fixed term with possibility of extension for 3 years depending on funding availability.

Closing date for applications: 5 March, 2019 by close of business.

Anticipated start date: 1 April, 2019

Remuneration: Market related.

1 X GRANTS MANAGER

Position Description Summary: Grants Manager leads the effective and efficient administration of sponsored projects throughout the entire award life-cycle, from pre-award to close-out, focusing on regulatory compliance, assessment and mitigation of business risk, and enforcement of funders and Beyond Zero policies and procedures. The incumbent provides expertise and leadership to meet all pre and post award management requirements

Duties and Responsibilities

- Reviews, analyse and distributes new award notices related to Beyond Zero sponsored projects to SR, and leadership staff including detailed analyses regarding terms and conditions for all awards.
- Develops, organizes and conducts new award briefings with Technical Lead, management teams, finance teams, field staff, and other stakeholders to ensure proper commencement of new projects
- Oversees knowledge management requirements for assigned awards and maintains complete award documents (electronic), including submission and transmittal of grant deliverables (programmatic, financial or audit related)
- Identifies potential contractual disputes between Prime, SR and SSR
- Support the development of and manage sub-award agreements
- Monitor award implementation, reporting and procurements to ensure donor compliance

Minimum Requirements

- Bachelor's degree in Business Administration, Finance, Accounting or other related field
- 5 years' experience in grants management in a non-profit organization is a pre-requisite
- Extensive knowledge of pre- and/or post-award grant management is a pre-requisite
- Knowledge of financial/accounting systems
- Extensive computer knowledge and use of excel a must.
- Detail orientated, highly organized
- Ability to manage multiple projects and deadlines simultaneously, accurately, and quickly.



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- Ability to keep attention to detail
- Ability to work in a deadline-driven environment.
- Ability to make ethical decisions and act with integrity.
- Ability to produce accurate and timely work products in a highly pressurized work environment.
- Ability to maintain confidentiality and exercise appropriate discretion with information.
- Valid driver's license and ability to travel extensively as and when required

By applying for any of the above mentioned positions, applicants consent to BZ to conduct qualification, ID, Criminal and Reference checks on them which form part of its recruitment process.

To Apply: cover letters clearly stating the Position being applied for CVs, and copies of qualifications must be forwarded to gfreruitment@beyondzero.org.za

NB. Applicants who have not heard from Beyond Zero one month after the publication of these adverts should consider their applications unsuccessful and, any future correspondence from BZ thereof will be limited to shortlisted applicants only.

Beyond Zero reserves the right to re-advertise any of the above listed Positions should the need arise and also reserves the right not to fill any of the listed Positions.

None South African Citizens and none South African Permanent Residence holders must be in possession of valid documentation authorizing them to work in South Africa.

Beyond Zero is an equal opportunity employer.

Candidates from key vulnerable populations are encouraged to apply

