



# 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 17 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.

**Contract duration:** 5 Months Fixed Term Contract

**Anticipated start date** 01 November 2021

**Closing date for applications:** 14 October 2021

**Remuneration:** Market related

## 1 X GRANTS & COMPLIANCE OFFICER – EAST LONDON

### Duties and Responsibilities

#### 1. Risk Management

- Conduct two annual risk assessments, one during the first six months of the financial year and the other no later than a month prior to the financial year end
- Ensure that the outcomes of the risk assessments have been duly captured on a risk data base within a month of finalisation of each risk assessment exercise
- Assist in the planning and conducting of anti- fraud and corruption employee awareness programmes which will be implemented during the course of the year
- On an on-going basis, review and ensure that the internal controls in the organisation are adequate and compliant to the relevant policies, donor requirements and statutory legislation
- Draft and implement an Annual coverage plan which will identify and schedule specific audits that will take place throughout the year
- Follow-up and ensure that preventative measures that were identified to mitigate risks have been implemented throughout the organisation

#### 2. Compliance Management



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- Participate in the awareness campaigns in rolling out new / and revised policies to staff, as scheduled
- On an ad hoc basis, check for internal financial control weaknesses during departmental reviews and submitted to GMM for authorisation and processing
- 3. Donor Compliance Management (sub-contractors)
  - Conduct trainings on Donor rules and regulations to all sub-contractors
  - Conduct at least two audit visits per year in respect of each Sub Recipients and analyse the findings to identify shortcomings, and make recommendations to the Grants and Compliance Manager within a week of each audit
  - Ensure audit visit reports are submitted to each sub-contractor within two days of being signed off.
  - Follow up all monitoring reports to ensuring that recommendations are implemented
- 4. Contracts Management
  - Maintain contract data base
  - Responsible for maintaining / updating submission date calendar
- 5. Occupational Health and Safety Act (OSHACT)
  - Provide ongoing support to S16.2 appointees in relation to compliance to OSHACT
  - Ensure capacity building of staff
  - Participate in evacuation procedures & OSHACT committee.
- 6. Special Investigations
  - Conduct special investigations as instructed by Grants & Compliance Manager and ensure completion of such investigations within stipulated time frames
- 7. Grant Management Meetings
  - Policy adherence and regulation
  - Act as a scribe by compiling minutes and records for GMM
  - Prepare & reconcile between procurement & payments on monthly bases
  - Check for black listing on CDC database of all potential suppliers used on the grant
- 8. Monitor submission due dates & Statutory Compliance as per Grant regulations
- 9. Collate information for the compilation of donor compliance reports

## Minimum Requirements

- Bachelor's Degree/ National Diploma in Accounting or Auditing
- 5 years' minimum work experience in a compliance work environment
- NGO work experience will be added advantage
- Auditing skills & Compliance handling skills a must
- Computer Competency
- Project Management skills
- Analytical skills
- Problem-solving and conflict management skills
- Excellent communication skills
- Excellent report writing skills
- Valid driver's license and ability to travel extensively



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***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 and preferred region/location as mentioned on the adverts. CVs, and copies of qualifications must be forwarded to **[gfreruitment@beyondzero.org.za](mailto: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*

