

<b>Contract duration</b>	<b>: 12 Months Fixed Term Contract</b>
<b>Anticipated start date</b>	<b>: 15<sup>th</sup> April 2022</b>
<b>Closing date for applications</b>	<b>: 6 April 2022</b>
<b>Remuneration</b>	<b>: Market related</b>
<b>1X GRANTS MANAGER</b>	<b>: EAST LONDON</b>

Beyond Zero (BZ) has been successfully implementing comprehensive services across the HIV and TB care continuum in the Eastern Cape (EC), Free State (FS), KwaZulu-Natal (KZN) and Limpopo Provinces in the past 18 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.

### **Purpose of the role**

The Grants Manager directly assists and guides on all strategic and tactical matters relating to organisational operations such as leading day-to-day operations of Beyond Zero in accordance with strategic and operating plans as well as oversight of the management and implementation of programmatic activities. The role proactively provides corporate responses and ensuring all deliverables are achieved to the highest quality by the stipulated time.

### **Duties and Responsibilities:**

#### **1. Optimizing grant administration process**

- Implementation of Program Management resolutions.
- Support Program Director and Programmes managers on timeous coordination & preparation for OC, OPEC, PUDR reports.
- leading Integrated SR Management meetings.
- Coordinating weekly performance meetings with relevant program managers.
- Support the procurement process i.e. Develop ToR for any programmes service providers required.
- Support programmes intervention activities and event management.
- Lead implementation and coordination of programmes strategic Plans.
- Development of programmes Annual workplan.
- Monitor and monthly reporting on vacancy rate and kept at minimum.
- Managing timelines and deliverables.
- Managing documents.

#### **2. Stakeholder engagement and management**

- Ensure proper PR coordination with all stakeholder's interaction.
- Manage and monitor the quarterly funder reporting is achieved.
- Responsible for the third-party procurement activities and always ensuring compliant.
- integrate of technical and financial grant performance key objectives for PMU and SR's.
- Ensuring that the programmes annual plan is integrated into other departments annual plan.

### 3. Financial Management

- Responsible to drive the budget management activities.
- Monitor disbursements plans.
- Able to work and understand the PR and SR budgets.

### 4. Compliance and Risk

- Coordinate risk and compliance workplans.
- Align statutory compliance activities for programs.

### Minimum Qualification, Education and Experience

- Post Graduate Degree in Finance, Business administration or project management.
- Master's in Business Administration, Development Studies or similar will be an added Advantage.
- Minimum of 10 years' experience working in a leadership position managing technical execution of public and community health programmes.
- Working experience in donor-funded environment is essential.
- Significant experience in Finance; Programme and HR management is required.
- Minimum 5 years' experience working with international donors specifically PEPFAR; Global Fund and GIZ and the compliance regulation for these.
- Experience in overseeing implementers, grants, and programmes at a strategic level.
- Demonstrate resourcefulness in setting priorities.

### Skills & Competencies

- Technical skills and expertise in grant proposal development and writing.
- Knowledge and experience in corporate responsibility, corporate image ensuring that Beyond Zero interacts professionally with its external stakeholders.
- Technical expertise in community programmes, HIV, TB and Key Populations Programmes
- Excellent knowledge and skill in stakeholder management and engagement.
- Excellent in taking initiative and proactive and communicating deadlines and responsibilities to team members.
- Excellent skills in highlighting successes, gaps and solutions to Senior Management Team.
- Working knowledge of Programme quality improvement techniques.
- Data Analysis and input.
- Understanding of the structural drivers and determinants of HIV, STIs and TB.
- Excellent research and interpersonal skills.
- Knowledge and experience of the non-profit sector, non-government organisations, governance, and regulatory compliance.
- Emotional intelligence
- Ability to work within an ambiguous, high pressure and fast-paced environment while driving toward clarity and solutions.
- Quality Orientated.
- Excellent verbal and written communications skills, including the ability to liaise confidentially and diplomatically with donors and colleagues.

- Planning and Time Management.
- Strategic and analytical thinker.
- Proactive and performance orientated.

***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 [qfrecruitment@beyondzero.org.za](mailto:qfrecruitment@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 reserves the right not to fill any of the listed Positions.*

*None South African Citizens and non-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.***

***By expressing the interest in the position, applicants are consenting in terms of POPI Act for their curriculum vitae be shared with the relevant people authorised to act on behalf of BZ in the recruitment process***

