

Contract duration : **Fixed Term Contract (Period November 2022 ending March 2025)**

Closing date for applications : 04 November 2022

Remuneration : Market related

1X GRANTS & COMPLIANCE OFFICER : EAST LONDON

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 19 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. Beyond Zero is one of the four 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:

Grants and Compliance Officer is responsible for overseeing all grants and contracts, ensures consistency to programme budget throughout the grant/fund period.

Duties and Responsibilities

To perform this job successfully, an individual must be able to perform the following:

1. Risk Management

- Support the conducting of 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 captured on a risk register within a month of finalisation of each risk assessment exercise
- Follow-up and ensure that preventative measures that were identified to mitigate risks have been implemented throughout the organisation
- Assist in the planning and conducting of anti- fraud and corruption employee awareness programmes which will be implemented during 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
- Contribute to the drafting and implementation an annual audit plan which will identify and schedule specific audits that will take place throughout the year

2. Compliance Management

- 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.
- Review program report to ensure compliance with program description and targets

- Conduct necessary procurement and finance review to ensure that all transactions are in line with BZ policies and funder regulations

3. Donor Compliance Management (Sub-Recipients)

- Conduct training on Donor rules and regulations to all Sub-Recipients (SR)
- 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-Recipient within two days of being signed off.
- Follow up all monitoring reports to ensure that recommendations are implemented
- Ensure that monthly SRs and Community Support Organisations' financial reports are submitted on time, expenses are reviewed, for accuracy and completeness, and all supporting documents including GL, vacancy rates, assets information, payment vouchers, invoices, and bank statements are submitted.
- Timely identify, communicate, and resolve in-eligible expenses and queries emanating from financial reports

4. Contracts Management

- Where applicable Maintain contract database track contract performance to ensure BZ and service provider compliance with contract.
- Assist with the development of SLAs and contract
- Compile information on contract management (new contracts, expiring contracts, extensions, and terminations)

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 in conjunction with Human Resources department on OSHACT
- 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

- Ensure Policy adherence and regulation
- Act as a scribe where required by compiling minutes and records for departmental meetings and or similar structure
- Where applicable Compile monthly and quarterly financial analysis of SR financial performance according to program requirements
- Check for black listing on CDC database of all potential suppliers used on the grant
- Participate and contribute to departmental planning meetings

8. Monitor submission due dates, Statutory Compliance, and compliance with Grant regulations

9. Collate information for the compilation of compliance reports

- Timely provision of accurate information for the compilation of funder reports
- Address funder queries in a timely manner
- Compile monthly risk and compliance report

Minimum Qualification, Education and Experience

- Bachelor's Degree/ National Diploma in Accounting or Auditing
- 2 – 3 years' experience in a Financial Accounting environment
- Completed audit articles
- NGO work experience will be an added advantage
- MS Office outlook
- Ability to work on pastel will be an added advantage
- Basic principles and practices of accounting.
- Computer competency
- VAT and Income tax experience

Skills & Competencies:

- Must be reliable, have a firm and fair attitude, assertive yet friendly
- Mature emotional intelligence
- Communication skills (both written and verbal)
- Must be strong on routine, is self-disciplined, and self-motivated
- Must be always open and honest, upfront, proactive, able to apply one's mind
- Must be able to handle pressure
- Strong numerical Skills
- Excellent organizational and administrative skills
- Strong analytical Skills
- Accuracy
- Attention to detail and high level of confidentiality

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

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.

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



BeyondZero

a partner in public health transformation

