



**The University of Zululand subscribes to the principles embedded in the Employment Equity Act**

**INSTITUTIONAL PLANNING DIRECTORATE (GRANTS MANAGEMENT OFFICE) GRANTS MANAGER REFERENCE NUMBER: 2019/03/TE07 (RE-ADVERTISEMENT)**

The purpose of this position is for the execution of strategic projects, management of special DHET projects, management of grant funds, assisting in the professional implementation of project reviews and monitoring, organisational development, research administration duties, report writing and other divisional duties. This post reflects higher order responsibilities that a member of staff performs to ensure that the effectiveness and efficiency are achieved. Grants management is linked to action plans implementation, monitoring of the implementation of improvement plans across all DHET projects.

**KEY ACTIVITIES**

- Grants Management
- Departmental Management
- Financial Control and Operation Efficiency
- Action Planning Monitoring and Reporting
- Institutional Performance Monitoring
- Budget Maintenance
- Staff Management
- Risk management
- Ad Hoc and Special Tasks

**MINIMUM REQUIREMENTS**

- Minimum Honours Degree in degree in relevant field of study such as economics, finance, or social development. A Masters will be an added advantage
- Minimum 5 years working experience in Accounting and or Financial Management.

- Grants and project management experience would be advantageous

## **OTHER REQUIREMENTS**

### **Knowledge**

- Above average computer skills, particularly in MS Excel, MS Access, MS Outlook and MS Word
- Experience in a donor funded environment
- Reporting (KPIs, metrics)
- Knowledge of the Higher Education

### **Skills**

- Financial skills
- Presentation skills
- Reporting and Administrative ability
- Planning & organisational skills

### **Behaviour / Attributes**

- Conceptual thinking
- Analytic Problem-Solving
- Problem/Situation Analysis
- Good communication skills- both verbal and written

**CLOSING DATE: 31 MARCH 2019**

The University reserves the right not to make an appointment in the position or level as advertised.

To apply please log on to PNET ([www.pnet.co.za](http://www.pnet.co.za)) and submit your application. **The University will not accept any applications directly or through any other means.**

**Candidates who do not meet the minimum requirements, as specified above, will not be considered and should not apply.**

Please note in terms of the Universities recruitment policy preference will be given to **SOUTH AFRICAN CITIZENS**. UNIZULU is committed to employment equity and equal opportunity.

Kindly Note:

**Communication will be entered into with shortlisted candidates only.**