

**GRANTS OFFICER: North-West Province**  
**REF: NW-FIN007**

**WHO IS HIVSA**

HIVSA is a non-for-profit company established in 2002 and is a strategic partner of Provincial Department of Health and Social Development. We innovatively transform and empower individuals, socio-economic and health challenges that burden communities.

**MAIN PURPOSE OF THE ROLE**

The overall purpose of this role is to accurately record and manage financial transactions related to grants administration.

The role oversees the administration and compliance of grant-funded programs.

This includes developing grant agreements, establishing reporting frameworks, and monitoring program activities to ensure compliance with grant requirement regulations.

**Minimum Requirements:**

**Education:**

- Minimum of a matric qualification.
- A Diploma or bachelor's degree in commerce, Accounting, Business Administration, Social Sciences, or a related field would be an advantage.

**Experience:**

- Minimum of 3 – 4 years working in a Grants or donor funded environment, and specifically working with USAID and other sub-partners.
- Experience or having worked in a contracts background would be an advantage to this role.
- 1 – 3 years' experience working with the MS Office suite.
- Some experience of working with QuickBooks or the Pastel suite would be an advantage too.

**Competencies / Skills / Attributes / Knowledge:**

- Maintain confidentially given the nature of the information being worked with.
- Demonstrated ability to develop and manage relationships with a wide range of stakeholders.
- Good decision making and problem-solving skills with the focus on innovation and continuous improvement.
- Excellent communication skills, both written and verbal.
- Detail and accuracy oriented.
- Good time management skills, ability to prioritize tasks and work towards deadlines and work under pressure.

**Working Environment:**

- The role is based in the North-west province, the incumbent may be required from time to time to attend meetings at HIVSA's Head Office located in Aeroton, Johannesburg.
- Follow a hybrid model of remote and office-based attendance as per company policy.
- Participate in high level on-site based activities to support program and implementation which include donor or other stakeholder site visits.

Company Registration Number: 2002/006774/08 | PBO Number: 930016997, NPO Number: 141-568 |  
Website: [www.hivsa.com](http://www.hivsa.com) | Facebook: HIVSA | LinkedIn: HIVSA |

Directors: J Chinkumbi, (Chairperson), YP Naidoo (CEO), L Nachito, NC Mohajane, S Mohamed

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- May be required from time to time to travel to events outside of the normal office environment.
- May be required from time to time to participate in events and sessions outside of normal working hours.

**Additional Organizational Requirements:**

- A valid driver's license is required, and active driving experience.

**Key Performance Areas:**

- **Financial Management** - Record and maintain financial transactions.
- **Stakeholder Engagement and Management** - Ensure CBO's and other stakeholders are informed, trained and well capacitated regarding HIVSA and grants policies and procedures.
  - To build and maintain relationships, and provide support to the HIVSA stakeholders – the internal HIVSA staff, as well as external stakeholders such as donors, funding agencies, Department of Health, IDC, USAID etc.
- **Product and Services** - CBO relationship and process management:
  - Payments to CBO's
  - Reporting
  - Recordkeeping
- **Internal Organisational Processes** - Proactively be on the alert for opportunities where potential, suspicious or actual fraud or mismanagement might occur, then report to the Assistant Finance Manager & Compliance Manager as well as program's relevant official.
- **People Culture** - Participate in building an engaged and committed culture within HIVSA committed to the values and mission of the organization.

**HOW TO APPLY**

- Candidates that meet the requirements and are interested in the position should send motivation letter and CV with three contactable referees to:  
The HR Manager, HIVSA, e-mail: [hr@hivsa.com](mailto:hr@hivsa.com). Use **Ref Nr: NW-FIN007** in Subject line.
- **Closing date for application: 3<sup>rd</sup> June 2024** (Whilst all applications will be carefully considered. Only shortlisted applicants will be interviewed. If you do not hear from us within 21 days of the closing date, this will mean that your application has been unsuccessful.)
- **Compliance:** Kindly provide current and relevant references for background checks. All appointments are subject to the preferred candidates obtaining the necessary security clearance, reference checking and competency assessment.
- **EE:** We embrace employment equity and are committed to the achievement of fair and equal representation of our workforce. Preference will be given to applicants residing in the Northwest Province and candidates from previously disadvantaged backgrounds.