



3 Woodlands Rd, Woodstock, 7925, Cape Town, South Africa

(T) +27 021 301 2020 (E) info@hiv-research.org.za

P O BOX 13801, MOWBRAY, 7705, Cape Town, South Africa

VAT No. 4750185565



GRANTS PRE-AWARDS SPECIALIST PERMANENT HEAD QUARTERS; WOODSTOCK

The Desmond Tutu Health Foundation (DTHF) is a registered non-profit organisation focused on the pursuit of excellence in research, treatment, training and prevention of HIV and related infections in Southern Africa.

We have fantastic job opportunities across our businesses for talented people wanting to realize their full potential. Could that be you? If so, we invite you to explore the possibility of joining us to play your part in Desmond Tutu Health Foundations' exciting future.

The DTHF Grants function is seeking an individual to manage day-to-day pre-award activities, including preparation of, and accurate costings for grant applications using the prescribed costing template. The incumbent will ensure budgets and proposals are in compliance with funder terms and conditions and provide advice and support to the Principal Investigator and Researchers in the preparation of applications, working with them to complete application forms and liaising with external sponsors. The role includes managing the organization pipeline and highlighting opportunities for funding that can contribute to organizational sustainability.

Minimum Requirements:

- Degree or National Diploma qualification in finance
- 3-5 years' experience in developing research grant budgets from zero in health research grants environment
- 3-5 years of experience in costing studies from protocols
- Experience working on SAP Business 1
- Microsoft office suite with advanced excel skills
- Experience in working with Study Leads and Principle investigators
- Familiar with research grant agreements
- Excellent communication and relationship building skills
- Ability to track multiple tasks and deliver budgets simultaneously

Responsibilities:

Grant budget Development:

- Review synopsis of the protocol and compile a detailed budget (including justification) in line with funder's requirements and restrictions that includes all costs
- Support internal application review to ensure all due diligence information has been submitted, including the uploading of the budgets and supporting documentation on the funder portals. Communicate with funder to ensure that timelines are met.
- Ensure all applications meet the Organisation criteria with respect to overheads and cost recovery, and advising of full economic costing where appropriate
- Review award letters against application submitted and raise any variances with the Principle Investigator (PI) or Chief Operations Officer (COO) to confirm acceptability
- Capture award costings in SAP to enable the project to be set up

Grants Pipeline management:

- Participate in Grants team meeting to discuss pipeline projects and their progress

PASSION | INNOVATION | PROGRESS

Non-Profit Company : Registration no. 1999/005072/08 : NPO no. 148-956

Public Benefit no. 18/11/13/51

Directors: Prof L-G Bekker; Ms Z Ebrahim (Chair); Ms T Tutu-Gxashe; Mr P Grant; Ms M K Ndebele; Dr A M Kubeka; Mr K Osborne; Mr R Appelbaum

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- Load new proposals into SAP Grants module and Indicate status of award and update as proposal process progresses
- Communicate responsibilities with respect to record-keeping, timesheet submission, milestone recording, reporting and project sign-off
- Develop Grants pipeline resource list and set up notifications for potential grant applications
- Source possible grant opportunities on request from PI's within established grants resourcing networks
- Maintain the Grants library information on TEAMS
- Ensure that other support templates for PI's are kept up to date

Grants Contracting:

- Complete template to capture contracts received from funders/sponsors
- Route contracts to organization review individuals for checking and track progress
- Track signature timelines and liaise with funder to meet deadlines or request extensions
- Ensure that signed contract is forwarded to funder
- Capture signed contract in project documentation repository
- Develop a database of submitted grants (final packs) to ensure latest information is available to grants team for resubmissions/ revisions
- Develop and maintain an up-to-date database for standard grants supporting documentation (e.g. biosketches, facilities & resources, etc.)

Grants Close out:

- Ensure that all documents are retained as per funder's audit /statutory requirements
- Ensure that all project costs have been claimed from before final project report is submitted
- Ensure that NIH RPPR and FFR process are managed effectively and submitted timeously by maintaining a schedule of due dates for these submissions
- Attend to any funder requests for information or clarity and respond within required timelines
- Maintain good relationships with sponsors, clinic partners and service providers

Values fit: Passion Innovation Progress Integrity Respect Excellence

Submit a detailed cover letter, updated CV with certified copy of highest qualification and details of two (2) current contactable referees by 21 November 2024. Incomplete applications will not be considered.

If you are a foreign national applying for this position please attach a copy of your work permit to your application.

Only short-listed candidates will be contacted.

If you have not heard from us within four weeks after the closing date please consider your application as unsuccessful.

We are committed to equity in our employment practices. It is our intention to appoint individuals with the aim of meeting our equity objectives. We reserve the right not to appoint if no suitable candidates are identified.

I understand and accept that by applying for this position, I authorized DTHF to process my personal information in accordance with its internal operational requirements.

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I further understand that the personal information I disclose to DTHF will be processed in accordance with the requirements set out in the Protection of Personal Information Act and may include the transferring thereof to third parties for the purposes of verification.

This job may be removed before it expires.

Desmond Tutu Health Foundation is a child-friendly organisation committed to the protection of children.

For more information about the organization please visit our website.

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