



SEFAKO MAKGATHO HEALTH SCIENCES UNIVERSITY
DEPARTMENT OF HIGHER EDUCATION AND TRAINING (DHET)
DEPARTMENT OF FINANCE
GRANTS DEVELOPMENT MANAGEMENT OFFICE
CLINICAL TRAINING GRANT (CTG)

Sefako Makgatho Health Sciences University (SMU) is on a renewal path with exciting and unique opportunities to shape the training of medical and other health professionals, and scientists in general. We are on a vigorous campaign to attract top talent to join our exciting journey, as reflected in the opportunity below.

GRANTS ACCOUNTANT (1 POST)
(2-Year Fixed Term Contract)
Ref: 46/2026/MJM/P9

The incumbent will be responsible for providing financial administration and support in relation to the Department of Higher Education and Training (DHET) Grants. This includes assisting the Line Manager with the effective financial management, administration, monitoring, and reporting of the grants, as well as providing support to other sub-sections within the department as delegated by the Line Manager to ensure compliance with DHET funding requirements, institutional policies, and applicable regulatory frameworks. The incumbent will report to the DHET-CTG Chairperson and the Director: Finance and will furthermore meet the requirements and competencies and be responsible for the key performance areas listed below.

MINIMUM REQUIREMENTS

- Bachelor's Degree in Finance or Accounting
- At least three (3) years' relevant experience working in financial accounting and/or management accounting
- Proven experience in project management, including planning, execution, monitoring, and reporting of multiple concurrent projects or grants
- Knowledge of financial administration and reporting
- Experience and knowledge of the Integrated Tertiary Software (ITS) will be a strong recommendation
- Computer literate (MS Word, Excel, Power Point, Internet, Email)
- Proven ability to navigate online platforms such as Blackboard Collaborate, Zoom and Microsoft Teams with requisite proficiency
- Valid driver's license and willingness to travel when required for stakeholder engagement and

- institutional coordination
- Willingness to work outside normal working hours to meet reporting deadlines, committee requirements, and funding submission timelines

Competencies

- Technical/administrative professional knowledge and skill
- Advanced Excel spreadsheet skills
- Resource management
- Building alliances and partnerships
- Planning and organising skills
- Decision-making and problem-solving
- Communication and presentation skills
- Negotiation skills
- Stress tolerance
- Quality orientation
- Client service orientation
- Reliability, honesty and integrity
- Flexibility and prioritisation
- Ability to work on own initiative and with minimum supervision
- Accuracy and attention to detail
- Ability to handle multiple tasks and enquiries professionally and confidentially
- Ability to function within various teams

Key Performance Areas

- Ensure that funds approved by the Department of Higher Education and Training (DHET) are accurately allocated to the respective earmarked grants in accordance with approved funding allocations and prescribed guidelines
- Assist the Finance Manager in managing cash flows and preparing financial reports, including deferred revenue schedules and interest calculations, relating to earmarked grants for presentation to relevant committees and to support informed decision-making
- Perform regular reconciliations of expenditure against approved budgets for earmarked grants to ensure effective financial control and compliance with funding conditions
- Support the Development Grants Management Office in administering financial processes related to earmarked grants received by the University, ensuring adherence to DHET-approved allocations, policies, and regulatory requirements
- Maintain, organise, and safeguard all financial records and supporting documentation relating to earmarked grants to ensure accuracy, completeness, and audit readiness
- Process all income and expenditure transactions associated with earmarked grants, ensuring accurate allocation to the appropriate cost centres, compliance with authorisation requirements, and effective transaction management
- Prepare and distribute monthly financial reports for discussion with Project Managers, highlighting expenditure trends, budget variances, and financial performance against approved grant allocations
- Respond to audit queries and address all matters relating to internal and external audits of earmarked grants by providing accurate information and supporting documentation

- Assist the Finance Manager in preparing for external audits by compiling and providing all required financial information, schedules, reconciliations, and supporting documentation for audit review
- Perform any other accounting, financial, or administrative duties delegated by the line manager in support of the effective management of earmarked grants and departmental objectives
 - Contribute to the overall development of SMU, and actively promote institutional culture
 - Any other duties assigned by the Line Manager

Closing date: 1 July 2026

Applications from the employment agencies will not be considered.

Typed applications (**quoting the reference number**) which should contain comprehensive curriculum vitae, certified copies of all qualifications and contact details of three referees, should be forwarded, for the attention of **Mr MJ Mopai** by e-mail to hr.recruitment6@smu.ac.za by 16:00 on the closing date as stated on the advert.

It is the applicant's responsibility to have foreign qualifications evaluated by the South African qualification Authority (SAQA). Failure to submit the requested documents/information will result in your application not being considered.

Telephonic enquiries regarding conditions of service: (012) 521-3624.

The Sefako Makgatho Health Sciences University is an Equal Opportunity and Affirmative Action Employer.

Correspondence will be limited to short-listed candidates only. Applicants who have not been contacted within 30 days of the closing date must consider their applications as unsuccessful.

The University reserves the right not to make an appointment.