



SEFAKO MAKGATHO HEALTH SCIENCES UNIVERSITY
DEPARTMENT OF HIGHER EDUCATION AND TRAINING (DHET)
DEPARTMENT OF FINANCE
DEVELOPMENT GRANTS MANAGEMENT OFFICE
SIBUSIS BENGU DEVELOPMENT GRANT (SB-DP)

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 opportunities below:

GRANTS COORDINATOR (1 post)
(3-year fixed term contract appointment)

Ref: 43/2026/MJM/P8

The University is looking for an energetic individual who will be responsible for coordinating and facilitating liaison between DHET, Schools, and relevant Departments in the planning, budgeting, and preparation of grant proposals at Sefako Makgatho Health Sciences University (SMU). The role is also responsible for monitoring and coordinating the administration of grants to ensure full compliance with DHET requirements, as well as institutional budgeting, financial, and administrative policies, procedures, and regulatory frameworks governing various grants. The incumbent reports to the Director: Development Grants and will furthermore meet the requirements and be responsible for the key performance areas listed below.

REQUIREMENTS

- Bachelor's Degree in Public Administration, Finance, Accounting, Business Administration, Business Management or Project Management
- Minimum of 5 years' relevant experience in grant administration, project coordination, financial management, or research funding environments within higher education
- Certificate in Project Management will serve as an added advantage
- Proven experience in project management, including planning, execution, monitoring, and reporting of multiple concurrent projects or grants
- Knowledge of financial administration and reporting
- Advanced computer literacy, with strong proficiency in MS Office Suite (Excel, Word, PowerPoint, Outlook) and experience in database or grant management systems
- Experience of working in a Higher Education environment will be an added advantage
- Valid driver's licence 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.
- 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/student service orientation
- Honesty, integrity and confidentiality
- Professionalism
- Ability to work within a team
- Attention to detail
- Flexibility and prioritization
- Ability to work on own initiative and with minimum supervision
- Ability to use technology associated with infrastructure planning, development and reporting

KEY PERFORMANCE AREAS

- Coordinate annual and multi-year grant planning processes across Schools and Departments in line with institutional priorities and DHET requirements.
- Liaise with DHET, Schools, Finance, and relevant stakeholders on grant planning, budgeting, proposal development, and submissions.
- Coordinate the preparation, review, and consolidation of grant proposals, budgets, and supporting documentation to ensure compliance, accuracy, and cost-effectiveness.
- Administer approved grant allocations, monitor expenditure against budgets, identify variances, and prepare budget virements and financial summaries.
- Monitor grant implementation to ensure compliance with DHET conditions, institutional policies, and approved grant objectives.
- Develop and maintain grant databases, tracking systems, reporting schedules, and secure repositories for grant documentation, allocations, expenditure, and milestones.
- Coordinate the collection, verification, and consolidation of financial and non-financial grant information for statutory, management, and DHET reporting.
- Prepare and distribute grant-related reports, summaries, dashboards, and analyses to support decision-making and compliance.
- Provide secretariat support to grant committees and governance structures, including agendas, minutes, reports, and action tracking.
- Provide technical guidance, policy advice, and training to staff on grant policies, procedures, compliance requirements, and DHET updates.
- Maintain grant records, documentation, and filing systems for governance, audit, and accountability purposes.
- Support continuous improvement of grant management systems, policies, processes, and reporting practices.
- Track grant submission deadlines, reporting timelines, and compliance milestones to ensure timely execution of all grant-related obligations.
- Identify grant administration risks, compliance gaps, and operational challenges, and escalate or recommend corrective actions where necessary.
- Coordinate stakeholder meetings, workshops, and consultations related to grant planning, implementation, and performance monitoring.

- Benchmark grant management practices and support the review and enhancement of institutional grant policies, standard operating procedures, and controls.
- Respond to grant-related queries, information requests, and audit requirements from internal and external stakeholders.
- Contribute to the overall development of SMU and actively improve institutional culture
- Perform any other duties as may be assigned by the Director

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.recruitment4@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.