



Hiring: Grants Manager (Three-year fixed-term contract)

Stellenbosch University: School for Data Science and Computational Thinking

Duties: Grants management and oversight:

- Assisting researchers with administrative aspects of new applications for funding;
- Providing support to researchers to process grant contracts, renewals and modifications;
- Preparing budgets for grant applications;
- Ensuring compliance with funders' rules and regulations;
- Acting as the link between the research team and the University's administrative departments.

Facilitation of contracts and permits:

- Research and suppliers/consultant contracts;
- Material transfer agreements;
- Import permits.

Grant management training and mentoring and general administrative support

- Providing junior researchers with training on grant management;
- Assisting and providing guidance to early-career researchers in applying for grants.
- Overseeing renewal of staff and student contracts;
- Approving purchase requisitions;
- Providing administrative support for business activities like bidding and tender document preparation.

Job Requirements

- Bachelor's degree in business administration, finance or a related field;
- Five years' experience in grants, contract and project management, including managing grants from international and national research funding agencies;
- Strong knowledge of contract and grant regulations, policies and best practices;
- Familiarity with legal and financial principles related to contracts and grants;
- Good verbal and written communication and interpersonal skills;
- The ability to work within a team;
- Good time management skills;
- Strong analytical and problem-solving skills.

Further information

- Dr. Cheryl Baxter (CERI's head of scientific support): baxterc@sun.ac.za
- Suzette Grobler (CERI's head of Grants Management): grobler@sun.ac.za

To Apply: <http://www.sun.ac.za/english/Pages/careers.aspx>

Closing Date: 29 September 2023

Job Reference: SDR/256/0923