



JOB ADVERTISEMENT

Summary	
Name of Position	: Grants Administrator
Closing Date for Applications	: 13 September 2021
Commencement Date for Post	: As soon as possible
Salary Offer	: R 304 465
Reference	: FAS/RECRUITMENT/GA50
JOB IDENTIFICATION	
Department:	Projects Department
Reporting Line	Grants Specialist
Full-time/Part-time/Contract:	Permanent
PURPOSE OF THE JOB	
To assess Discretionary and Mandatory Grants applications for compliance. Assist with queries and file all applications.	
MAIN ACCOUNTABILITIES	
<p>Reply to Correspondence</p> <ul style="list-style-type: none"> • Respond to queries from all stakeholders, the general public and internal clients. • Represent FASSET in a professional manner telephonically, frontline reception, meetings and other forums as required. <p>Other Administration related</p> <ul style="list-style-type: none"> • Provide administrative support with regards to the implementation of mandatory and discretionary grants • Provide administration support to ensure that the customized FASSET's information management process is implemented • Compilation of reports as and when required • Assist with general and specific compliance activities related to all audits (Auditor-General, internal audits and Department of Higher Education and Training verification audits) and related corporate governance requirements as and when required • Provide administrative support in the department with regards to: • IT – ensure that all the system-related queries are captured on log-it for prompt response, follow-up and resolution in collaboration with IT-support 	



<ul style="list-style-type: none"> Logistics management – organising meeting rooms, secretariat support - minute taking and distribution of minutes and agenda and organise technology requirements for meetings as and when required. Issue correspondence (letters, e-mails, faxes) approved by the Specialists Assist the Specialists with ad-hoc activities/ tasks related to the successful implementation of administrative grants and other general duties. 	
REQUIRED QUALIFICATION	
Qualification	<ul style="list-style-type: none"> A 3-year qualification in Public Administration/Accounting/Finance/ Internal Audit/ Economics/Business Management or equivalent qualification in commerce
REQUIRED EXPERIENCE	
Experience:	<ul style="list-style-type: none"> More than 3 years relevant experience in an administrative role Experience in the Public sector will be an added advantage.
KNOWLEDGE AND SKILLS REQUIRED	
Essential	<ul style="list-style-type: none"> Interpersonal and Communication skills (written and verbal) Attention to detail Customer Focus Prioritization skills Effective time management / self-management Analytical and problem-solving skills Input and capture data with minimum errors Maintain filing and category system Computer Literacy (Excellent application of MS Word, MS Excel, MS PowerPoint, Internet / Email, Windows explorer) Demonstrate excellent understanding of co-ordinating and office administration



	<ul style="list-style-type: none">• Customer focus• Telephone etiquette• Able to work without supervision and team player when required
OTHER REQUIREMENTS	
	<ul style="list-style-type: none">▪ Valid South African driver's license and own transportation

Date of Commencement of Position

FASSET requires applications for a permanent **Grants Administrator** to join the existing team as soon as possible.

Salary

The salary grading to be offered for this position is **C-Lower**

Assessment

Applicants may be required to undergo a competency assessment.

Contact Details

Submit your full curriculum vitae (including your name, contact details and at least 3 references) and copies of your qualifications and copy of ID by **no later than 13 September 2021 to:** recruitment@fasset.org.za . **Please quote the reference number: FAS/RECRUITMENT/GA50**

For any enquiries regarding the position please contact **Ms Thulile Khanyile**, Human Resources Department at (011) 476 – 8570.

Should you not hear from FASSET within 4 weeks of the closing date please consider your application unsuccessful. Communication will be with shortlisted candidates only.



FASSET adheres to the principles of EE Act and Affirmative Action and these principles will apply in the selection process.