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**HLANGANISA**

INSTITUTE FOR DEVELOPMENT  
IN SOUTHERN AFRICA

STRENGTHENING COMMUNITY & CIVIL SOCIETY VOICE

## Hlanganisa Institute for Development in Southern Africa: Various Positions

Hlanganisa Institute for Development in Southern Africa (Hlanganisa) is an innovative intermediary grant maker whose vision is to strengthen community and civil society voice. Through supporting social accountability initiatives and promoting human rights in pursuit of social justice in Southern Africa. Hlanganisa believes in partnering communities for sustainable change through grant making, capacity building and advocacy.

Hlanganisa invites suitably qualified candidates to submit applications for the following Johannesburg-based positions:

- Grant Compliance Officer
- Junior Grant Compliance Officer
- Advocacy and Communications Officer
- Programme Intern
- Finance and Administration Intern

### 1. **Grant Compliance officer (Ref – Grant Compliance)**

REMUNERATION: R280 000 per annum

Contract Period: 6 Months Non-renewable

## RESPONSIBILITIES

- Subgrantee Support
- Interface with Hlanganisa subgrantees and potential partners
- Manage the contracting of new grantees
- Perform onsite due diligence assessments with potential grantees
- Prepare clean, concise and accurate grant funding records and reports
- Assist sub grantees and programme team with requirements relating to grant expenditures including preparing sub grantee tranche requests
- Provide record keeping training and support to subgrantees
- Maintain grant and subgrantee database
- Provide on-going monitoring and evaluation of programme implementation by grantees
- Identifying and coordinate capacity needs amongst grantees
- Coordinate development training manuals
- Coordinate logistical support for workshops, project/field work trainings

### Office Administration Support

- Manage the Hlanganisa Grant Management System and provide users with technical support
- Maintain donor register of donor requirements and deadlines
- Assist with coordination of documents required for grant proposals/applications
- Liaises with the finance department to monitor program activities relative to programme budget
- Ensure consistency with grant terms and conditions, timelines, budgets and deliverables
- Assist in reviewing financial reports and programmatic narratives
- Assist finance team in preparation of grantee files for annual statutory audit
- Periodically review narrative and finance reporting template
- Support programme and finance manager in preparing donor reports

## EDUCATION AND EXPERIENCE

The equivalent to a bachelor's degree in Social Science/Business Administration or a related field is desirable.

Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying will be considered.

### Other Key Competencies

- Background of grantmaking including working on grant management systems
- Experience working with community based organisations
- Excellent administration and planning skills
- Sound understand of budgets and expenditure tracking
- Analyze, interpret and apply policies, rules and regulations
- Gather, organize, analyze and present a variety of data and information
- Interpret, explain and apply a variety of Grant policies, rules and regulations
- Work with considerable initiative and independence while exercising good judgement in recognizing scope authority
- Assist with procurement and payment of service providers
- Experience in the usage of computers and office software packages
- Good people skills

## **2. Junior Grant Compliance Officer (Ref – JPO Grant Compliance)**

REMUNARATION: R180 000 per annum

Contract period :12 Months

### Required Experience

- Excellent public relations
- Excellent written and oral communication skills; exceptional interpersonal skills, a focused listener.
- Advanced MS office skills.

- Strong organizational and project management skills that reflect ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail.
- Ability to take initiative and manage projects assigned through completion with minimal supervision.
- Ability to work effectively independently and as a highly resourceful team player under pressure and within deadlines
- Creative and innovative thinker, who actively presents new opportunities, proposes solutions and recommends best practices.
- Ability to anticipate challenges and effectively resolve potential issues through creative problem solving.
- Ability to work creatively and with flexibility in a fast-paced environment while maintaining high work standards.
- Ability to develop rapport and engender trust.
- Exhibits a positive attitude and professional demeanour in interfacing with community -based organisations' staff.
- Travel: The role requires at least 40% local travel

#### Primary Responsibilities

This role will serve as a primary support for the Grant Compliance Officer by:

- Providing administration for the grants process throughout all stages including receiving, assessing, tracking, payment/check requests, documenting all inquiries and/or proposals; assuring that submitted documentation meets all requirements and maintaining accurate and timely records of Hlanganisa 's grant-making and other programmatic activities.
- Providing technical assistance to grantees with online application and reporting process.
- Maintaining the online CBO database and physical grant files ensuring the accuracy and integrity of data as well as grantee relationship history.
- Overseeing the standard terms and conditions for grant award letters and agreements.
- Regularly updating information on grants management system; ensures that protocols are executed properly; creates and edits software templates and reports,
- Maintaining relationship with grants management software vendor; coordinates with grant management systems provider to maintain software.
- Assisting with required research pertinent to grant due diligence, ongoing review, close-out analyses.
- Working with Programme Manager and Grant Compliance Officer to coordinate and maintain grant cycle calendar and site visit schedules; assists with the preparation of grant related materials for Advisory committee meetings.

- Supporting the Hlanganisa's programme team; generates requested information, data and reports from information maintained in the grants management database or other sources of information.
- Other duties as assigned aligned with Hlanganisa's strategic objectives.

#### EDUCATION AND EXPERIENCE REQUIREMENTS

- Bachelor's degree (preferred)
- Experience in foundations, non-profits, or the private sector (highly desirable)
- Experience with donor and grant making software desirable

### **3. Advocacy and Communications Officer (Ref - Advocacy and Communications)**

REMUNERATION R250 000 per annum

Contract Period:12 months

About this role:

The role will include the following responsibilities:

- Assists in the conduct of consultative and lobbying activities for Hlanganisa's core programmatic work/values
- Planning and implementation through consultations and awareness raising activities for various programme work and /or campaigns
- Coordinating the mobilisation of partners and relevant stakeholders in influencing public policy and government interventions as needed in various programmatic work
- Contribute to the formulation of final reports to all donors, including the Hlanganisa's annual report
- Assists in the implementation of the Hlanganisa's social marketing strategy
- Developing the content and supervising the production process of the Hlanganisa's annual report and institutional materials
- Lead in identifying packaging and pitching stories and public issues to put online /social media
- Liaising with media and identifying interventions to capacitate them as champions
- Support in writing stories related to programme and project developments as they relate to core programme issues
- Liaise with key stakeholders towards the advancement of strengthening the gender and programme related agenda.

- Represent the organisation at key events for the advancement and strengthening of our core work with focus on gender-based work.
- Provide advice and support to the Programme Team implementation of key trends and issues regarding core work.
- Provide advice and support to grantees through selected interventions/interactions at Hlanganisa convenings forums and platforms.
- Analyse and ensure the interventions are sensitive to women's leadership and core values in order to achieve progress in terms of inclusion of other groups that are marginalised in society.
- Support in updating and sharing with recent developments and knowledge related to the field.
- Knowledge transfer where necessary and applicable

#### EDUCATION AND RELEVANT EXPERIENCE:

A minimum of a Bachelor or Honours Degree in Gender Studies, Law Political Sciences, Social Sciences or related field with five years of relevant experience at sector level or national level in the field of social justice and gender related projects/programme work with additional understanding of various strategies, approaches and tools.

#### **4. Programme Intern (Ref – Programmes Intern)**

Stipend: R8 000 per month

Contract period :12Months

In line with Hlanganisa's values, the organisation seeks to appoint a programmes intern to provide recent university graduates with an opportunity to jumpstart their career in the development sector.

Hlanganisa's institute's role within the regional development sector in the Southern Africa region provides interns with an understanding of important causes, policies, and initiatives. The successful intern will gain first-hand experience in operations of an intermediary grant maker which gives a unique view of multi-level responses to social justice.

Working with the team at Hlanganisa will help interns to build the following skills:

- Project Management
- Community Outreach

- Multilevel Stakeholder Engagement
- Research and Analysis
- Written and Oral Communication
- Ability to quickly gain an understanding of systems and processes and they are interlinked.

Some of the tasks the intern will assist with include:

Data Analysis Support project management and coordination of international development grants, including quarterly reporting and future grant submissions.

- Assist with data management, cleaning of data, and quality control.
- Contribute to research: track and analyse political; security and humanitarian developments on the social justice scene in South Africa; produce charts/graphs/visuals related to key developments as needed.
- Support programme staff with administrative tasks related to information management
- Support in updating the stakeholder database.
- Assist with logistics for workshops and field visits.
- Assist with social media management.

\*\*\*THE INTERNSHIP DOES NOT GURANTEE PERMANENT EMPLOYMENT.

Skills you will need for this internship positions include:

- A passion to work on social justice issues
- Experience to work in culturally diverse contexts
- Hlanganisa works with community -based organisations many of which are located in poor areas and therefore the ability to be aware of your place, background and access to opportunities while supporting others will be crucial in providing empathetic and quality assistance.
- Solutions oriented

## **5. Finance and Administrator Assistant Intern (Ref – Finance and Admin Assistant Intern)**

Stipend: R8 000 per month

Contract Period :12 Months

Hlanganisa is looking for a strong and dynamic graduate who will support the organization by working alongside the finance manager and the bookkeeper to gain new skills and practical experience.

Key Performance Areas:

- Reception relief
- Receive, direct and relay telephone messages to the appropriate staff
- Maintain the general filing system and file all correspondence
- Assist in the planning and preparation of meetings and conferences
- Respond to public enquiries

Assist Bookkeeper

- Create payment requisitions
- Draft service provider contracts from templates
- Compile and review payment documents
- Obtain and follow up on outstanding documents from Hlanganisa team and service providers

Filing

- File finance documents
- Ensure that the required supporting documents are attached

Assist with audits

- Check and scan documents required for the annual statutory audit
- Assist bookkeeper and finance manager with documents required to resolve audit queries

Compile reconciliation and Reports

- Compile ad hoc reconciliations like creditors recons



## Administration

- Administration duties e.g. obtaining quotations, assist finance manager with running the office etc.

## Contract Management Support

- Assist with management of service providers contracts and deliverables
- Liaising with suppliers

## Required skills:

- Minimum completed accounting degree or diploma from accredited institution of higher learning
- Independent, motivated self -starter and goal oriented.
- Strong sense of urgency and dynamic problem solver.
- Presentation and communication skills
- Interpersonal skills
- Good analytical thinking as well as problem solving skills.
- Computer literate including MS Office
- Ability to work under pressure
- Ability to develop and work independently as well as in team
- Must be South African Citizen

## 6. 2 x Capacity Enhancement Coordinators (Bloemfontein & Polokwane)

Contract period :12 Months

### Required Experience

- Exceptional interpersonal skills.
- Experience providing support or training to community-based organisations.
- Strong facilitation skills.
- Basic MS office skills.
- Strong project management skills.
- Ability to work independently with minimal supervision.
- Problem solver with proven experience.
- Exhibits a positive attitude and professional demeanour in interfacing with community -based organisations' staff.
- Travel: The role requires the ability to travel on a regular basis, a willingness to work overtime as needed and therefore own vehicle is an absolute must.

### Primary Responsibilities

This role reports to the Programme Officer: Grant Compliance and will serve as local partner support in their province for Hlanganisa sub grantees by doing the following;

- Providing administration support at provincial level including briefing CBO on grant application requirements, conducting due diligence, regular support visits, documenting all contact with subgrantee partners; assuring that submitted documentation meets all requirements and maintaining accurate and timely records of provincial activities.
- Providing technical assistance to grantees with online application and reporting process.
- Support head office in maintaining the online CBO database and physical grant files ensuring the accuracy and integrity of data as well as grantee relationship history.
- Regularly updating information on Hlanganisa's grants management system.

- Assisting with data collection relevant to grant due diligence, ongoing review, close-out analyses.
- Working with the Grant Compliance team to coordinate and maintain grant cycle calendar and site visit schedules.
- Supporting the Hlanganisa's programme team to collect any requested information, data and reports from information maintained in the grants management database or other sources of information.
- Support Hlanganisa to correctly implement initiatives in the province.
- Any other duties as requested.

#### EDUCATION AND EXPERIENCE REQUIREMENTS

- Minimum National Diploma in Community Development although a Bachelor's degree (preferred).
- Experience in supporting community-based organisations (highly desirable).
- Good knowledge of the provincial geography.

**\*\*\* *Own transport is essential***

#### **To apply for any of the advertised positions above:**

**Applicants should send a motivation letter together with their most recent CV with 3 contactable references to [admin@hlanganisa.org.za](mailto:admin@hlanganisa.org.za) by 23 November 2020 at 16.00. All emails should indicate the reference in brackets in the subject line.**

**Please note that short-listed candidates will be contacted, and no correspondence will be entered into with any applicant, if you do not hear from us within 2 weeks of applying, consider your application unsuccessful.**

#### **Please Note:**

**Womxn are encouraged to apply**

**Applicants without the legal right to work in the Republic of South Africa will not be considered for any of these positions.**

**Hlanganisa reserves the right to cancel this advert at any time.**

**Hlanganisa also reserves the right not to appoint an individual for any or all advertised positions.**