

**VACANCY: GRANTS PRACTITIONER**  
**LOCATION: GAUTENG**  
**(FIXED TERM CONTRACT UP TO 31 MARCH 2030)**

An opportunity exists at the CHIETA head office for a Grants Practitioner on a fixed-term contract up to 31 March 2030. The incumbent in the positions will provide support to the Grants and Projects Business Unit. The position reports to the Grants and Projects Manager. Candidates who meet the requirements of the position are invited to apply.

**Requirements:**

- NQF 7
- Must have between 2 to 4 years of proven experience working experience in Grants, Business Administration, Accounting, SETA, and or similar environment

**Key Performance Areas**

- Effective management of Discretionary Grants.
- Effective management of Mandatory Grants.
- Ensure Quality Management System documentation is implemented and maintained within the Grants Unit.
- Ensure appropriate linkages to the relevant Grants Information System.
- Evaluate applications received and establish that requirements for successful implementation by companies are in place.
- Ensure that Discretionary Grants budget proposal applications are accurate, cost-effective, and market-related.
- Effective management of contracts & award letters.
- Effective management of payments.
- Preparation of tracking reports and statistical reports.
- Administrative duties for the Executive Manager.
- Regional Support duties.
- BEE letters for companies.

**CHIETA HEAD OFFICE:**

Tel: 011 628 7000  
72 New Road, Glen Austin AH (Grand Central),  
Midrand, 1685

**WESTERN CAPE**

Tel: 021 551 1113/4  
Unit B2, Cnr Race Course & Omuramba Roads,  
Montague Gardens, 7441

**KWAZULU-NATAL**

Tel: 031 368 4040  
1 The Boulevard, Westway Office Park, Block D,  
Westville, Durban, 3630

**PORT ELIZABETH**

Tel: 041 509 6478  
Struanway Block E, New Brighton,  
Port Elizabeth, 6001

- Assist in consolidating, and evaluating evidence received from regions for correctness and validity against DHET guidelines.
- Identify controls at an organization and BU level to prevent unwanted events (performance audit checks) Produce relevant appropriate reports for different audiences and stakeholders
- **Skills & Behavioural competencies:** Planning and Organization Skills, Communication (oral and written) • Problem-solving ability • Diversity awareness • Confidentiality, ethics, integrity, and professionalism • Detail orientation • Teamwork • Innovative skills and Collaborative skills.

Interested persons are invited to submit their CVs to [recruitment@chieta.org.za](mailto:recruitment@chieta.org.za). Should no feedback be **forthcoming by the 1<sup>st</sup> of July 2024**, please accept that your application was not successful. The CHIETA reserves the right to not make an appointment. CHIETA is committed to the advancement of Employment Equity. Successful applicants will be subjected to background checks and undertake required assessments. **Closing date: 14 June 2024.**

### ***Protection of Personal Information – Employment Candidates***

1. *CHIETA is a responsible party in terms of the POPI Act of 2013.*
2. *CHIETA will take all prescribed and reasonable precautions to ensure that your information is safeguarded.*
3. *By submitting your Curriculum Vitae and any other relevant personal information in respect of this vacancy, you understand and agree that:*
  - a. *CHIETA needs to collect, keep and use your personal information in order to evaluate your application for purposes of potential employment opportunities; and*
  - b. *CHIETA will only use the information to carry out the necessary recruitment related activities.*
4. *You therefore give your consent to CHIETA to process your information knowing all of the above and*

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*being aware that you can:*

- a. *Withdraw consent at any time.*
- b. *Have the right to request access to your data at any time, in the prescribed form.*

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- c. *Have a right to request that your data is corrected and updated, in the prescribed form; and*
- d. *Have the right to complain to the information regulator.*

CHIETA reserves the right not to make an appointment.



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