

Durban University of Technology (DUT) is located on the warm east coast of South Africa. It sprawls over seven (7) campuses in tropical and picturesque Durban, and in Pietermaritzburg, with its undulating hills that flow over from the Drakensberg Mountain.

According to our *ENVISION2030* strategy, DUT's DNA has two strands, namely '*people-centred and engaged*' and '*innovative and entrepreneurial*'. These are interwoven intrinsically by a number of double pairs consisting of '*values and principles*' that bind our double-helix together. The extrinsic expression of our DNA is via *The DUT-Way*; which demonstrates our collective character and behaviour.

The University's ultimate goal is to contribute towards improving the lives and livelihoods of all its people, both internal and external. DUT consistently strives towards excellence and greatness in teaching-learning and in research-innovation; something that has been recognized recently when *The Times Higher Education's World University Rankings* placed DUT within the top 500 of Universities in the world and within the top 5 universities in South Africa. The enactment of these internationally recognized strengths is demonstrated in our impactful engagement internally and externally in service of our localities, the region and the country at large.

Finance and Procurement

Post: Manager – External Funding (Ref F549)

Minimum Requirements:

- Honours Degree in Accountancy OR a CTA qualification OR A 4-year qualification in Accountancy OR Financial Management or any other relevant qualification (NQF Level 8)
- 6 to 8 years' experience in financial administration of which 3 years should have been in a management role.
- 2 to 3 years' experience in financial accounting.
- Understanding of IFRS and other relevant accounting standards
- Understanding of Financial management practices
- Understanding of Financial information systems
- Advanced Proficiency in MS Office
- Knowledge of higher education environment
- Demonstrated ability to engage with various internal and external stakeholders.
- Demonstrated ability to compile and interpret financial reports.
- Understanding of donor/funding contracts and guidelines

Key Responsibilities:

- Draft, communicate and monitor the implementation of an operational plan for the effective running of the external funding function.
- Ensure integrity of report for the external and other research funds
- Ensure that the external grant administrators have real time access to information about the financial position of their grants and contracts.
- Provide oversight for pre and/or post-award research activities for administrative area as required.
- facilitate, determine, and report on the cost recovery processes with the help of the research and Technology Transfer and Innovation.
- Maintain positive relations with existing and potential funders/donors to ensure ongoing funding.
- Ensure positive relations between team members and customers and funders/donors.
- Promote the DUT brand at internal and external meetings/networking opportunities and conferences in an attempt to secure funding/donations.
- Ensure compliance with all Memoranda of Understanding in order to maintain credible relations with funders/donors.
- Review draft budgets pertaining to identified projects and ensure compliance with financial parameters.
- Monitor the efficiency of financial control measures and provide feedback on potential areas of enhancement. Address non-compliance with the relevant stakeholders.
- Review and approve all financial statements and reports prepared by direct reports.
- Monitor adherence to the requisitioning process for suppliers and services.
- Assist with the provision of information and respond to queries pertaining to internal and external audits.
- Advise the Senior Manager Management Accounting and other stakeholders on funding related matters, policies, and procedures.
- Ensure that funding related documentation and records are saved and archived in accordance with the DUT document management system.

Salary: Market related

Contact Person: Miss. BZ Ngcobo

Email Address: HCSRecruitment@dut.ac.za

Status of Position: Permanent

Please complete an **official application for employment form** and send a **detailed CV, copies of ID, qualifications and a covering letter** with the **exact name of the post you are applying for** to: HCSRecruitment@dut.ac.za

Kindly note:

Communication will be entered into with short-listed candidates only. Only applications made on our application for employment form would be considered.

Closing date: 08 August 2023 @ 16:00pm

“While DUT strives for equal opportunities, preference will be given to suitable candidates in terms of the University’s equity policy” The University reserves the right NOT to make an appointment.