

<b>Position Title</b>	<b>Grant Administrator</b> Research & Consulting Services
<b>Organisation</b>	<b>Wits Commercial Enterprise (Pty) Ltd ("Wits Enterprise")</b> , a wholly owned subsidiary of the University of the Witwatersrand, Johannesburg
<b>Reporting to</b>	<b>Senior Project Co-ordinator</b> Research & Consulting Services
<b>Contract term/type</b>	<b>1 Year Fixed-Term Contract</b> Start date: 1 February 2026

### **Purpose/Description of Job**

Wits Enterprise is seeking a highly organised and detail-oriented Grant Administrator to support the implementation and financial administration of a Danish–funded project, “Digital Democracy Initiative – Project 1: Enabling and Amplifying Action for Civic Space and Inclusive Democracy”. The successful candidate will play a key role in ensuring compliance with EU grant regulations, supporting project partners, and maintaining accurate financial and administrative records.

### **Key Responsibilities:**

- Manage day-to-day administrative and financial tasks related to the project
- Ensure compliance with EU funding rules, grant agreement, and reporting requirements
- Monitor and track project expenditure and financial forecasts against approved budget and flag risks or deviations
- Manage procurement, supplier on-boarding and payments
- Maintain accurate project records, contracts, and supporting documentation
- Collect, verify, and integrate financial and compliance documentation from project partners
- Assist with the preparation and submission of interim and final financial reports
- Liaise with project partners (CIVICUS, OpenUp and CTIN)
- Support project meetings, audits, and reporting (including preparation of documentation)
- Provide administrative support to the Project Co-ordinator and project team

### **Minimum requirements**

- Bachelor's degree in finance, Accounting, Business Administration, Public Administration, or a related field
- Minimum of 2–3 years experience in grant administration or financial administration, preferably within EU-funded projects
- Strong financial and budget management skills

**Competencies (Knowledge, Skills, and Behaviours)**

- Excellent attention to detail and organisational abilities
- Ability to multi-task in a dynamic environment
- Proficiency in MS Office (especially Excel); experience with financial management systems is an advantage
- Strong written and verbal communication skills

**To apply**, please submit a covering letter clearly outlining your skills and experience, indicating the post that you are applying for, together with a CV and the names and contact details of at least three (3) references to

<https://wits-enterprise.co.za/vacancies/62412/grant-administrator/>

**For queries**, contact Sonti Masike, Executive PA/HR Officer, by email on [sonti.masike@wits.ac.za](mailto:sonti.masike@wits.ac.za)

**Closing date**: 12 January 2026, close of business

Wits Commercial Enterprise pursues the principles of employment equity and reserves the right not to make an appointment. Only short-listed candidates will be contacted.