CENTRE FOR COMMUNITY IMPACT

Incorporated as NPC
Registration number: 2004/027886/08
Vat reg. no. 4890219837
053-199-NPO

2nd Floor Building 2, Walker Creek Business Centre
90 Florence Ribeiro Avenue,
Muckleneuk, Pretoria,
South Africa 0181
Telephone: (+27) (12) 366-9300
Fax: (+27) (12) 366-9301

Job Description

Position : Contracts and Grants Manager: Global Fund

Location : Pretoria (CCI's Head Office)

Position Duration : December 2026 – March 2028

Reporting : Position reports to the Chief Operations Officer

Organisational Background

Centre for Community Impact (CCI) www.ccisa.org.za, formerly known as Johns Hopkins Health and Education in South Africa (JHHESA), is a South African local Health and Social Behaviour Change and Communication organisation, which is also registered as a local Non-Profit Organisation (NPO) in the Kingdom of eSwatini (formerly Swaziland). Since CCI's early years under the stewardship of the Johns Hopkins University's Centre for Communication Programs, CCI has been at the forefront of the response to Gender Based Violence (GBV), HIV, TB and STIs in South Africa. The mission of the organisation is to be a human rights-based organisation that uses evidence to localise policies into impactful actions, develops communication strategies that transform and inspire resilient communities, for lasting strategic solutions on gender inequality, HIV, health, climate crisis, and other social development challenges. Our commitment is to forge enduring solutions, shaping a world where human rights are upheld, health thrives, and gender inequality is eradicated.

Position Summary

Provide leadership for the effective management of contracts and the grant scheme of the GC7 Global Fund programme. The Grants and Contracts Manager is accountable for the end-to-end management and administration of all contractual actions, including awards and subawards, modifications, vendors, consultants, and compliance within the designated portfolio. Liaison with donors (Global Fund), all CCI departments, and partners/subrecipients for contractual issues, negotiations, required approvals, and payments. Under the leadership of the Chief Operations Officer, the role will identify, analyse, and mitigate internal and external events that could negatively affect Global Fund programs. The role will also be responsible for promoting effective contracts and grants management.

BROTHERS FOR LIFE

Directors: Rev. Dr. Canon D J Lambrechts (Chairperson); Ms. NW Baloyi; Ms. TG Braam; Ms. L Overland; Dr. WS Ntayiya (CEO); Mr. LT Runganga (COO)

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Primary Responsibilities:

Contract and Grants Management

- Lead CCI's contracts and grants management processes for SRs, including grant implementation, monitoring, and grant closure of the Grant Cycle 7 of the Global Fund, and ensure timely processes at every step.
- Ensure that all changes to the SR grants and contracts are updated accordingly, and that modifications are done in a timely and correct manner.
- Provide effective management of the grants of CCI's SRs, Community Based Organisations (CBOs) and Community Lead Monitoring (CLM) partners, ensuring the development of grant management systems, contract management, budgeting processes, mentoring & monitoring of grantees, compliance, and reporting.
- Manage the implementation of grants closely to achieve the performance indicators agreed upon with the SR, CBOs, and CLM partners, in line with the Global Fund's expectations, and in accordance with the approved Budgets and Work Plans.
- Lead partner capacity assessments, grant agreement negotiations, and review and approval of sub-grant deliverables.
- Ensure that sub-grantees provide timely reporting and that there is also timely, accurate, and complete reporting.
- Lead tracking of grant performance by the different projects monthly and provide feedback/notification given to the different grant teams.
- Oversee the monitoring of all delegated grant management functions for grant officers to ensure that all grants are managed effectively, including budget tracking.
- Maintain contact and coordinate with donors regarding grant implementation, compliance, and other requirements, in coordination with senior management.
- Prepare and submit for consideration of the Country Coordinating Mechanism (CCM) of necessary changes and amendments arising in the course of grant implementation in order to achieve grant results in accordance with the Project Documents and Annual Work Plans.
- Financial and substantive monitoring and evaluation of the grants, identification of operational and financial problems, and development of solutions.

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Compliance and Risk Management

- Oversee the review by the Compliance and Audit team and support the grants staff in implementing the recommendations.
- Review and finalize the budgets of sub-recipients, prepare contracts and agreements, and follow up on compliance.
- Ensure submission and review of grant reports for all sub-recipients, liquidate the eligible costs, and take relevant action on the expenses rendered ineligible.
- Assist the Finance Team in the preparation of ongoing progress updates and disbursement requests (PU/DR) and annual Enhanced Financial Report (EFR) as per Global Fund requirements.
- Provide technical support to the sub-recipients and the Grants Staff to ensure full compliance with Global Fund requirements.

Training and Capacity Building

- Lead the development of the Sub-Recipient's capacity building plans and development of Training materials.
- Organize and facilitate training, workshops/seminars for the sub-recipients to facilitate understanding of the grants process, implementation, reporting, and accounting.
- Ensure that all CCI SRs, CBOs, and CLM partners understand the policies and rules and regulations of the Global Fund.
- Coordinate Tax exemption processes for the sub-sub-recipients and ensure compliance with donor regulations.
- Participate in the recruitment processes of grant personnel and consultants (development of Terms of Reference, participation in shortlisting of candidates/desk review, acting as a member of the Interview Panel when appointed), providing regular guidance and advice to the grant staff, assessment and evaluation of their performance; provision of ongoing feedback to personnel.

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Project Management

- Co-ordinates programs/projects in reviewing the eligibility assessment of prospective grantees.
- Ensure that grant review and award processes align with the Global Fund and CCI grants policies and procedures.
- Support programs in the external and internal financial audit process.
- Oversee the implementation of both internal and external audit recommendations.
- Work with service providers assisting with CCI contracts and grants management and compliance.

Stakeholders Engagement (External and Internal)

- Assist with the contracting and signing of the Memorandum of Understanding (MOUs).
- Participate in stakeholder meetings as required.
- Ensure that all Global Fund contracts and grants for the Grant Cycle 7 are drafted, reviewed, signed, implemented, and reviewed on an ongoing basis.
- Participate in Finance Meetings to ensure synergy in the management, review and monitoring of contracts and grants with the SRs.

Human Resources Management

- Foster good teamwork and provide effective Leadership within the grants unit.
- Identify Grants staff development needs and provide coaching and mentoring, as well as link to training and development opportunities, to spur performance.
- Identify and manage internal conflict through appropriate resolution mechanisms, where necessary, involving the Human Resources Office and/or the Chief Operations Officer.

Governance

- Oversee and monitor compliance with CCI governance requirements, including tax compliance, BBBEE, DSD, and COIDA obligations.
- Manage the review and compliance verification of payment packs.
- Participate in procurement bid evaluation processes as requested.
- Attend and actively contribute to quarterly Finance Committee meetings.

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Qualifications and Experience

- Degree in Finance, Accounting, Risk Management or a related field.
- 5 years' experience in Accounting/Finance, Contracts and Grants Management.
- Experience managing grants under Global Fund-funded projects will be advantageous.
- Strong audit management experience.
- Contracts and Grants Management experience within NGOs is a must.

Competences

- Staff Supervision, development, and mentoring.
- Experience in project management.
- Experience dealing with Donors, Government Departments, Civil Society, and other high-level stakeholders
- Experience developing contracts, modifications, manuals, and tools for grant and sub-grant management
- Substantive experience working in the NGO sector, dealing with multiple donor funds, and meeting different donor reporting requirements.
- Ability to develop and build strategic partnerships and maintain good relations with government counterparts and other key stakeholders.

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.

Application Process

- Interested candidates should submit an updated CV with 3 contactable references to the CCI Human Resources Office at **jobs@ccisa.org.za**
- Please use the job title of the position you are applying for as the subject line for your email application.
- Only email submissions will be accepted or considered.
- The closing date for applications is the **13th of November 2026.**
- Late applications will NOT be accepted or considered.

Note: Should you not hear back from CCI's Human Resource Office after the 30th of November 2026, kindly consider your application to be unsuccessful

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