The Learning and Talent Development division of the Human Resource Department have an opportunity for a **Grants and Bursaries Manager** on a **three year fixed term contract**. Applications are invited from people meeting the qualifications and experience requirements set out below; the position is based in Pretoria.

**PURPOSE OF THE JOB**

The purpose of this position is to develop and implement bursaries and grants operations strategies which support the overall aims and objectives of the Defence Engineering and Science University Programme (DESUP). The incumbent will be expected to identify bursaries and grants priorities, implement appropriate solutions and frameworks; while managing, monitoring and coordinating funding in accordance with funding policies in an efficient and effective manner that meets the financial and administrative governance of the Fund.

**CRITICAL PERFORMANCE AREAS**

**Major Responsibilities**

- Management of DESUP.
- Translates Department of Defence and Armscor strategic objectives into implementable talent pipeline funding opportunities.
- Prepares and implements the annual bursaries and funding operational plan to support the overall aims and objectives of the Programme.
- Facilitates the development of bursaries and grants annual plans and policies.
- Conducts a performance review of the bursaries and grants annual plans against set targets.
- Negotiate for resources by considering Armscor and stakeholder development priorities from Armscor’s vantage point.
- Guides important decision making (in consultation with the General Manager: R & D) and addresses issues relating to achievement of the expected benefits of the Programme.
- Support for outreach which encourages young learners to excel in Maths and Science subjects.
- Support skills development and upgrading of staff qualifications in SMMEs.

**Financial Perspective**

- Considers business needs, management’s input for budget and allocate resources to priority areas.
- Manages the operations of the Programme within approved budget and scope.
- Monitors spend according to plan and make necessary adjustments, including motivating for additional resources where careful consideration warrants it.
- Adheres to approved financial and governance standards for managing the Programme.
**Stakeholder Engagement Perspective**
- Liaise with stakeholders with regards to funding and operational plans.
- Liaise and actively collaborates with Armscor Departments in order to understand their talent needs and action accordingly.

**Internal Business Process Perspective & Compliance**
- Develops the business case for grants and bursaries operations, business process improvements proposals with clear project objectives aligned to DESUP objectives.
- Ensures grants and bursaries related legislation, processes, and practices and approved systems and policies are understood and adhered to.
- Ensures effective administration and servicing of students grants and bursaries for the duration that students are studying.

**JOB REQUIREMENTS**

**Qualifications:**
- A Bachelor’s Degree (Science/Commerce/Administration)

**Experience:**
- 5 years’ experience grants and bursaries
- Knowledge of Higher Education Sector
- Understanding and knowledge of career progression and talent pipeline
- Understanding of research environment
- Financial Management experience is essential

**Knowledge & functional skills:**
- Strong interpersonal and presentation skills
- Communication Skills
- Financial management skills
- Good communication and analytical skills
- Demonstrated project management skill
- Understanding of PFMA and King 3 report on corporate governance
- Professional report writing skill
- Demonstrated knowledge of grants and bursary process
- Business and Program planning
- Stakeholder management

Shortlisted candidates will be subjected to a psychometric assessment. In line with Armscor’s commitment to compliance with the Employment Equity Act, preference will be given to suitable candidates from designated groups. *Preference will be given to people with disabilities.*

The closing date for applications is **22 March 2017**.

**To apply send your application to** Careers@armscor.co.za
Enquiries: Silindele Mbeje 2404

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