



PROGRAMME ADMINISTRATOR vacancy in JOHANNESBURG

Background: The RAITH Foundation is concerned that systemic injustice and unfairness prevail in South Africa and seeks effective and lasting solutions, which address these problems at its roots. The Foundation provides funding to some of the leading social justice organisations in South Africa that aim to address the systemic and structural causes of inequality. The Foundation is privately-funded, not politically affiliated and does not raise funds from the public. RAITH has been making grants to South African social justice organisations since 2010.

Purpose: The Programme Administrator supports and coordinates the implementation of the Foundation's grantmaking and sustainability strategy with a focus on compliance and data management. Responsibilities include ensuring effective implementation of grant management processes, maintenance of grantmaking systems, support to sustainability interventions and board administration.

Minimum Requirements:

- A degree in a relevant discipline
- 10 or more years' experience in programme administration
- High level of competence in MS Office and understanding of database tools
- Strong organisational skills
- Ability to collate, synthesise and interpret data
- Excellent minute taking and written communication skills
- Responsiveness, flexibility, and ability to work under pressure
- Ability to multi-task and prioritise
- Experience in working successfully as part of a small team

Duties and Responsibilities:

- Support the grantmaking process (applications, funding contracts, and monitoring reports)
- Maintain, analyse and synthesise grantmaking and sustainability data and records
- Maintain the online grantmaking management system
- Provide support to sustainability interventions (e.g. internships, convenings)
- Produce high quality minutes
- Respond to general grantmaking enquiries

Start date: January 2026

Location: The RAITH Foundation offices, Parktown, Johannesburg

Contract duration: Permanent

Application: Interested candidates must send a motivation letter highlighting their suitability for the role and an updated CV with contact details of three work-related referees to **MaraisButton &**

Associates

Email: annelie@maraisbutton.co.za

Closing date: 21 November

For further information about The RAITH Foundation, visit www.raith.org.za



In compliance with the Protection of Personal Information Act (POPIA), The RAITH Foundation assures all applicants that any personal information provided during the recruitment process will be treated with the utmost confidentiality and used solely for recruitment purposes. Your privacy and data security are of paramount importance to us. By applying for this position, you consent to the collection, processing, and storage of your personal information for recruitment-related activities only.