

Vacancy: Grant Officer

Constantia, Cape Town

Dr Albert Wessels, the founder of Toyota South Africa, viewed education as a critical driver of socio-economic transformation. He established **The Albert Wessels Trust (AWT)** in 1971 to fund initiatives that improve educational outcomes, across all education sectors, in South Africa.

The Albert Wessels Trust seeks to appoint a Grant Officer to be based in Cape Town.

Working closely with the Programme Manager, the Grant Officer will be involved in all stages of our Discretionary Grants funding cycle, from applicant engagement through project evaluation to outcomes monitoring.

Key Responsibilities:

Grantee Liaison:

- Correspond/communicate with applicants and grantees with requests or enquiries about The Albert Wessels Trust, its programmes and application procedures.
- Conduct interviews with new applicants to gain insights into their proposed projects.
- Assist grantees to assign outcomes and activities to their project plans where necessary.
- Meet with stakeholders and visit facilities to assess the viability of proposed projects.
- Monitor grantees' adherence to project plans and compliance with AWT reporting requirements.
- Conduct site visits and meetings.
- Update grantees' organisation info (on database) with project monitoring and evaluation feedback.
- Enhance and maintain applicant and grantee relationships.

Discretionary Grant Programme Support:

- Establish and maintain strong relationships with the AWT Discretionary Grants team, fostering open lines of communication throughout each funding cycle.
- Collaborate with Programme Manager to assess the overall success of funded projects.
- Prepare progress reports and contribute to other reports.
- Participate in the evaluation of new and repeat applications by serving as a panel review member (in the pre-award applicant review process).
- Maintain working knowledge of the Trust's Discretionary Grant Programme and priority funding areas.
- Keep abreast of current research, activities, and trends in the philanthropic sector (particularly within the education space).

Minimum education, qualifications, knowledge, skills, previous work experience, on the job training and competencies required to perform the job:

- In possession of a relevant degree (preferably in development, education fields, or project management)
- Budget management experience
- 5 years relevant work experience in grant and project management
- Experience with Salesforce and/or other grant-management programmes an advantage
- Tech savvy and office suite proficient
- Experience working with funders, intervention partners, and applicants
- Based in Western Cape and able to travel regularly to project sites in KZN, Mpumalanga and Free State
- Fluent in English and isiZulu, able to converse in Afrikaans
- Skilled at presenting and reporting
- Able to work in a team and also independently
- In possession of a valid driver's license and comfortable driving.

The ideal candidate will be:

- Naturally curious
- Both goal and people-oriented
- Organised, presentable, discreet, and punctual
- Intuitive
- Tactful.

Package R 650 000 - R 850 000 total cost to company (TCC).

To apply, submit a motivation letter highlighting suitability to the role, a CV (both in Word format) and the contact details of three work related referees to

rudayba@maraisbutton.co.za

Contact will only be made with shortlisted candidates.

Closing date: Wednesday 26th August 2026