

The DG Murray Trust is a Public Benefit Organisation supporting projects, organisations and programmes involved in educational, social development and related philanthropic activities

Grants Coordinator

Are you interested in being part of a small team contributing to local grant-making efforts in South Africa?

Reporting through to the Programmes Implementation Manager, you will be responsible for assessing grant applications, making recommendations and presentations to the Board of Trustees, and following up with beneficiary projects and organisations.

Specific responsibilities include: conducting site visits, compiling assessment reports, updating and maintaining a database, building relationships with beneficiaries, and monitoring implementation and progress.

We are looking for someone who:

- Has a degree in the humanities/social sciences, preferably with 3 - 5 years experience in the NGO sector
- Brings a developmental approach to project assessments and social development, in general
- Is able to display independence and objectivity in the formulation of project recommendations
- Is fair and consistent in the application of policy and funding guidelines
- Has excellent written and verbal communication skills
- Is computer literate
- Has a valid driver's licence, and is willing and able to travel around South Africa.

In return we provide an attractive working environment, with a market-related salary and benefits.

Please send a relevant CV with a covering letter outlining your reasons for applying for the job and 3 contactable referees to Carol-Ann@dgmt.co.za.