



# FUNDRAISING AND PORTFOLIO MANAGER

(Payclass 10; T1-Contract, 12 months)

## Institute of Infectious Disease and Molecular Medicine

### Faculty of Health Sciences

[The Institute of Infectious Disease and Molecular Medicine \(IDM\)](#), established in 2004, is a cross-faculty postgraduate research institute based within the University of Cape Town (UCT). It is physically and administratively located within the Faculty of Health Sciences in Observatory, Cape Town.

We are inviting applications for a Fundraising and Portfolio Manager to support the Director, Deputy Director: Research, and Deputy Director: Enterprise in developing and achieving the research and fundraising strategy for the Institute. This will involve identifying funding opportunities, developing and maintaining relationships with funders, developing marketing materials and engaging in public relations, and leading the development of large proposals to funders (including philanthropic funders, alumni, donors and the like). Please note, this position WILL NOT BE focused on raising grant funding, but will target alternative funding sources.

#### Requirements:

- A Master's Degree
- Five or more years of work experience in the health sciences sector, with a specific focus on fundraising from alternative funding sources
- Strong relationship management and inter-personal communication skills
- Demonstrable writing skills, especially for external audiences
- Good organizational and time management skills
- Project management or project proposal development skills
- Trans/interdisciplinary research fundraising skills
- Ability to handle finances and reporting

#### Responsibilities:

- Identify funding opportunities for the IDM and coordinate the development and submission of funding proposals.
- Oversee the management of Institute funds and awards, liaise with key stakeholders, facilitate transfers to awardees, ensure financial reporting and audit readiness, and support IDM members in developing non-research funding proposals.
- Maintain an up-to-date database of the Institute's research portfolio and metrics, including research activities, outputs, inputs, areas of expertise, infrastructure, and research impact, in collaboration with relevant stakeholders.
- Prepare end-of-project reports for funded projects and analyse research and funding data to provide meaningful insights to funders and the University.
- Leverage report data to support new funding proposals and convert annual reports into marketing materials, in consultation with the Research Visibility Officer, ensuring institutional information platforms remain current.
- Identify and maintain relationships with key internal and external stakeholders relevant to the portfolio, including university partners, government, private sector, and civil society.

Contribute to the development of the IDM's overarching strategy, with a focus on the research portfolio.

The annual remuneration package, including benefits is between R409 214 and R778 783, commensurate with qualifications and experience

**To apply**, please e-mail the documents below in a **single pdf file** to Yamkela Mfaku at [ids@uct.ac.za](mailto:ids@uct.ac.za), with Subject Heading advert reference number

- UCT Application Form (download at <http://forms.uct.ac.za/hr201.doc>)
- Curriculum Vitae (CV) with degree or qualification certificates (max 5 pages)
- Cover Letter

An application which does not comply with the above requirements will be regarded as incomplete and will not be considered.

Only shortlisted candidates will be contacted. Any shortlisted candidates will be required to undergo further in-person competency assessments as outlined in the minimum requirements above.

Any enquiries for the position to be addressed to Yamkela Mfaku at [ids@uct.ac.za](mailto:ids@uct.ac.za) or 021 650 7844

**Closing date:** 30 April 2026

**Reference number:** E26341

*UCT is a designated employer and is committed to the pursuit of excellence, diversity, and redress in achieving its equity targets in accordance with the Employment Equity Plan of the University and its Employment Equity goals and targets. Preference will be given to candidates from the under-represented designated groups. Our Employment Equity Policy is available at [www.uct.ac.za/downloads/uct.ac.za/about/policies/eepolicy.pdf](http://www.uct.ac.za/downloads/uct.ac.za/about/policies/eepolicy.pdf).*

*When you apply for a position at UCT, we collect your personal information to assess your application, communicate with you, and coordinate interview logistics. Information such as race, gender, nationality, and disability status is used to support our Employment Equity obligations. We also verify your references, qualifications, conduct criminal and, for certain roles, credit checks. For more information about how the University of Cape Town uses personal information and your rights, please email [popia@uct.ac.za](mailto:popia@uct.ac.za).*

***The University reserves the right to extend the closing date for applications if deemed necessary and reserves the right to make no appointment.***