



**Tshwane University
of Technology**

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VACANCY BULLETIN

External Position

**Senior Development Officer : International Fundraising
Advancement and Partnerships Office**

Post Level: 09

Ref : 25/713B

The Advancement and Partnerships Office has a permanent position for a Senior Development Officer: International Fundraising at the Pretoria Campus.

INSTRUCTIONS: Applicants are required to submit together with the CVs, a standardized application form available from the university intranet as well as recently certified copies of qualifications and Identity Document. Failure to comply with this instruction will disqualify the candidate. Further note that candidates may be expected to make a presentation or undergo competency testing

Critical Performance Areas

- Strengthened international donor engagement
- Expansion and diversification of the funding base
- Facilitation for donor-funded project alignment
- Enhanced and effective internal communication
- Continuous professional development

Minimum Requirements:

1. Qualification

- NQF level 6
- A relevant 3-year qualification (Marketing, Public Relations or Development Studies / Social Sciences related)

2. Experience

- A minimum of 3 years of relevant experience, preferably within the Higher Education or Non-Governmental Organization (NGO) sector, including:
- Proven track record of working with international funding agencies, including proposal development and grant acquisition.

People with disabilities are encouraged to apply.





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- Demonstrated experience in donor interaction, cultivation, and stewardship, with the ability to maintain and grow funding relationships.
- Administrative and operational support related to fundraising, including donor reporting, database management, and compliance tracking
- Building and maintaining funding partnerships, with a focus on aligning donor priorities with organizational needs.

3. Knowledge and Skills

Knowledge

- Sound knowledge of project management principles and practices
- Understanding of the developmental needs of the higher education sector and national priorities
- In-depth knowledge of donor relationship management and stewardship practices
- Awareness of current trends and dynamics in the international funding environment
- Knowledge of donor cultivation, proposal development, and long-term engagement strategies
- Familiarity with online funding application systems and portals (e.g. Devman)

Skills

- Excellent written and verbal communication skills, with strong competency in English
- Strong presentation and proposal writing skills, tailored to diverse donor audiences
- Basic to intermediate project management skills, including planning and coordination
- Proven ability to fundraise for projects, particularly from international funding agencies and donors
- Ability to work independently and collaboratively in a cross-functional environment
- Strong interpersonal skills and the ability to build and maintain effective relationships.

Send your CV to: Recruitment10@tut.ac.za
Enquiries: Dr E Pule
Tel/Email: 012 382-5700
Closing date: 15 March 2026

If we have not responded within a month of the closing date, you should regard your application as unsuccessful. Correspondence will be entered into only with short-listed candidates. Candidates may be required to undergo psychometric tests and any other simulation interventions. People with disabilities are encouraged to apply. Preference will be given to people from designated groups and the University reserves the right, in its sole discretion, not to make an appointment.

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