



sanedi

South African National Energy
Development Institute

ENERGY INNOVATION FOR LIFE

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JOB REQUIREMENTS

Position: Project Leap-Re Programme Coordinator

Programme: Applied Energy Research

Division: Renewable Energy

Location: SANDTON

Period: One Year

Background of SANEDI:

The South African National Energy Development Institute (SANEDI) was established in 2011 under the National Energy Act, 2008 (Act No. 34 of 2008) (NEA). The Act provides for SANEDI to direct, promote energy research, and technology innovation as well as undertake measures to promote energy efficiency throughout the economy.

Purpose of the position

- The Leap-Re Programme has seven projects which needs to be programme managed. A second joint call was issued, and an additional five projects were awarded. SANEDI is required to disburse finds to the initial seven projects and latter five projects, for which a contract is being approved. The DSI has appointed SANEDI to manage, monitor and evaluate, analyse, and report for each project. It is required to track and report against milestones, deliverables, and financial performance. Biannual progress and financial reporting along with analysis of the programme performance for both the DSI and Leap-Re International programme. The incumbent will be required to have the following requirements:

1. Job Requirements

1.1. Qualifications

A university degree in Science, Engineering, or Technology Management. A diploma in Project Management will be an added advantage.

1.2. Experience

- At least 3 years of experience in managing large-scale projects on climate change mitigation, energy efficiency, and renewable energy.
- At least 3 years of demonstrable project/programme management experience.
- Demonstrated experience with European Union, GIZ, National Treasury and/or GEF funded projects.
- At least 3 years of experience working with ministries, national and/or provincial government departments, higher learning institutions, and science councils.
- Strong leadership, management and coordination skills, with a demonstrated ability to effectively coordinate the implementation of large multi-stakeholder projects, including financial and technical assessments.
- Computer skills and strong capability to compile data and analyse, report writing and presentation skills.
- Ability to administer budgets, train, and work effectively with colleagues at all levels, notwithstanding external stakeholders.

2. Functional Role

2.1. Key Functions

The Project Coordinator (PC) shall perform the following key functions:

- Supervised coordination and delivery of all aspects of the Programme and projects.

- Liaise with officials from the DSI, Research Institutions, and other stakeholders.
- UN Environment (Horizon 2020), DSI, DMRE, higher learning institutions, Science Councils, and industry.
- The day-to-day implementation of the activities indicated in the approved project proposals, work plans, and related contracts.
- Coordination and integration with other initiatives carried out by DSI.
- Compile administrative and financial reporting information and data as required by Leap-Re International and the DSI.
- Provide input to all substantive technical, managerial, and financial reports within the Project as per standard template) formats.

2.2. Specific Duties

The following specific duties will be undertaken:

- Plan and execute all programme and projects activities in multi-annual Work Plan.
- Provide input and develop project financial budgets and monitor expenditure.
- Coordinate submission of project quarterly, biannual, and annual progress reports.
- Ensure quality assurance of all prepared data, information, reports, presentations, and communications.
- Assist in the coordination of project deliverables, monitoring and evaluation of programme and project outputs.
- Develop terms of reference and technical specifications.
- Coordinate all input to procurement plans and execution of bids.
- Process financial invoices, statements, raise purchase orders and ensure payment of project beneficiaries.
- Plan, coordinate, and facilitate meetings, briefings, training, and stakeholder management.

3. Competencies

3.1. Skills

- Intellectual and personal integrity.
- Interpersonal skills, emotional intelligence, and energetic.
- Strong stakeholder management and communication skills.

- Strong negotiation skills.
- Conflict resolution.
- Manage complex projects.
- Planning and organisational skills.

3.2. Knowledge

- Understanding of the National System of Innovation (NSI).
- Understanding Science Technology and Innovation (STI) impacting RDI and economic development.
- Understanding of Renewable Energy Research Development and Innovation (RDI).
- Basic understanding of processing financial invoices, statements, and reporting.
- Monitoring and evaluation of renewable and clean energy RDI.
- Basic knowledge of the Public Finance Management Act
- Understanding of national, regional and international policies and strategies regulating Renewable Energy and Cleaner Technologies.

3.3. Skills

- Analytical skills
- Project Management skills.
- Administration skills.
- Written and Verbal Communication skills.
- Technical Report Writing Skills.
- Financial skills.
- Stakeholder engagement skills.
- Minute taking and record keeping.
- Computer skills.
- Time Management.

3.4. Personal Attributes

- Interpersonal skills.
- Assertive.
- Communication skills.
- Sociable.
- Ability to work individually and as a team.
- Ability to work under pressure.
- Donflict management skills.

3.5. Customer Profile

- Department Science and Innovation (DSI).
- Higher Learning Institutions
- Science Councils.
- Ministries of Science and Technology in Africa.
- Regional and SADC Institutions.
- Leap-Re International.

Additional Information

Please email a detailed CV to: Coordinator@sanedi.org.za

The closing date for this position is: **24 January 2024**

Should you not hear from SANEDI within 30 days after the closing of this advert, please consider your application unsuccessful.