



sanedi

South African National Energy
Development Institute

ENERGY INNOVATION FOR LIFE

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JOB REQUIREMENTS

Position: Internship – GIZ Green Hydrogen support

Programme: Applied Energy Research and Innovation

Division: Renewables

Location: SANDTON

Period: Temp (6 Months)

Purpose

- To provide project and administrative support to the Renewable Energy Programme in execution of the SANEDI-GIZ Green Hydrogen collaboration

Qualifications and Experience

- Degree/diploma in science or engineering field
- Must have a valid driver's license
- Exposure to the energy or research environment / industry is required
- Understanding of the Green Hydrogen sector is very advantageous

Functional Competencies

- Stakeholder engagement skills
- Communication skills
- Report writing skills
- Technical understanding of energy and research industry
- Research skills
- MS Office

Behavioral competencies

- Initiative and responsibility
- Attention to detail
- Analytical
- Constructive teamwork
- Ability to multitask and work under pressure
- Relations and networking
- Self-starter

- Effective communication (verbal and written)
- Analysis and judgment / problem solving
- Systematic approach (planning and organising)

RESPONSIBILITIES

➤ **Programme coordination and project administration support**

- Support to technical report analysis
- Project administration support to:
 - Procurement administration - populate documents / terms of reference
 - Financial administration - raising PR's on Dynamics, obtain invoices, submit for approval and payment, administer budget allocation on Dynamics, input to budget development (e.g. costs related to travel and logistics), monitor programme budget on Dynamics / budget revisions / budget review reports for review by PM/GM (project manager/general manager)
- Reporting – support to compiling / collating monthly reports for review by PM e.g. stakeholder engagement reports, project reporting and input to Corporate Planner's templates
- Facilitate the administrative components - obtain and distribute documents, obtain signoff's, liaise with internal and external parties and legal
- Facilitate the internal approval process for travelling and liaise with internal travel agency
- Project event administration (e.g. stakeholder seminars) - database of attendees, venue booking, catering, directions, delegate liaison, agenda, event material, documentation, event report e.g. attendance register, etc.
- Project meeting administration - scheduling, meeting minutes, agendas.

The closing date for this position is: 26 July 2023

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