



sanedi

South African National Energy
Development Institute

ENERGY INNOVATION FOR LIFE

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JOB REQUIREMENTS

Position: Project Manager
Programme: Applied Research
Division: Project Management Unit
Location: SANDTON
Period: 3 years

Purpose

- To provide Project Management (PM) and Coordination for the GEF/DBSA Electric Bus Demonstration Project and Cleaner Mobility Project Management Unit. The PM will report to the Cleaner Mobility Programme Manager for all of the Project's substantive and administrative activities. The PM will also perform a liaison and coordinating role with the affected municipalities (eThekweni and City of Tshwane), relevant government departments, DBSA, GEF other project partners.

1. QUALIFICATIONS AND EXPERIENCE

Qualifications and Education Certification

- A university degree (Honours) in management, engineering, energy, or another field with direct relevance to the Project
- Must have a valid driver's license.
- At least 10 years of experience in managing large-scale projects on climate change mitigation, energy or infrastructure development in South Africa
- At least 5 years of experience working with municipalities, provincial or national institutions with relevance to the Project

2. RESPONSIBILITIES

- Plan the activities of the Project and monitor progress against the approved Project Implementation Plan.
- Supervise and coordinate the production of project outputs, as per the Project Plan, in a timely and quality fashion.
- Coordinate all project inputs and ensure they adhere to GEF procedures (for nationally executed projects) following SANEDI and DBSA procedures.

- Supervise and coordinate the work of all project staff, consultants and sub-contractors
- Coordinate the recruitment and selection of project personnel, consultants and sub-contracts, including drafting terms of reference and work specifications and overseeing all contractors' work.
- Facilitate administrative support to subcontractors and training activities supported by the Project.
- Manage requests for the provision of financial resources by GEF and DBSA through the advance of funds, direct payments, or reimbursement using the GEF/DBSA-provided format.
- Oversight the overall administration of the Project Management Unit; and monitor financial resources and accounting to ensure accuracy and reliability of financial reports submitted quarterly.
- Prepare, revise and submit project work and financial plans as required by the SANEDI, PSC, DBSA, and GEF.
- Oversee and ensure timely submission of the Inception Report, Project Implementation Report, Technical reports, quarterly financial reports, and other reports as may be required by SANEDI, DBSA and GEF.
- Disseminate project reports and respond to queries from concerned stakeholders.
- Report the progress of the Project to the PSC, and ensure the fulfilment of PSC directives.
- Ensure the Project's M&E meets the requirements of the Government, SANEDI, DBSA, and the GEF Country Office and develop project-specific M&E tools as necessary;
- Oversee and ensure the implementation of the Project's M&E plan, including the periodic appraisal of the Project's Theory of Change and Results Framework regarding actual and potential project progress and results;
- Co-ordinate all Supply Chain Management transactions timeously and ensure all project invoices are processed timeously.
- Oversee/develop/coordinate the implementation of the stakeholder engagement plan;

- Oversee and guide the design of surveys/ assessments commissioned for monitoring and evaluating project results;
- Manage and monitor the project risks initially identified and submit new risks to the project board for consideration and decision on possible actions if required; update the status of these risks by maintaining the project risks log.
- Liaise with DBSA, GEF, PSC, Working Groups, relevant government agencies, and all project partners, including donor organisations and CSOs, to effectively coordinate all project activities.
- Assist SANEDI, municipalities, CSOs, staff, and others with developing essential skills through workshops and on-the-job training, thereby increasing their institutional capabilities.
- Encourage staff, partners and consultants such that strategic, intentional and demonstrable efforts are made to actively include women in the Project, including activity design and planning, budgeting, staff and consultant hiring, subcontracting, purchasing, formal community governance, and advocacy, outreach to social organisations, training, participation in meetings; and access to program benefits.
- Regular travel within South Africa to organise and monitor project activity; possible travel outside the country for participation in directly relevant international meetings.

3. COMPETENCY

Functional competencies

- Strong leadership, managerial and coordination skills with a demonstrated ability to effectively coordinate the implementation of large multi-stakeholder projects, including financial and technical aspects.
- Ability to effectively manage technical and administrative teams, work with various stakeholders across various sectors and levels and develop durable partnerships with collaborating agencies.
- Ability to administer budgets, train and work effectively with counterpart staff at all levels and with all groups involved in the Project.

- Ability to coordinate and supervise multiple Projects in partnerships with various stakeholder groups, including community and government.
- Strong drafting, presentation and reporting skills.
- Strong communication skills, especially in timely and accurate responses to any form of communication.
- Strong computer skills, in particular, mastery of all applications of the MS Office package and internet search.
- Excellent command of English. Knowledge of other South African languages is an advantage.

4. Behavioural competencies

- Initiative and responsibility
- Constructive teamwork
- Relations and networking
- Self-starter
- Self-development / professional and technical expertise
- Effective communication (verbal and written)
- Analysis and judgment/problem-solving
- A systematic approach (planning and organising)

The closing date for this position is: **19 July 2023**

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