



sanedi

South African National Energy
Development Institute

ENERGY INNOVATION FOR LIFE

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JOB REQUIREMENTS

Position: Project Officer
Programme: Applied Research
Division: Renewables
Location: SANDTON
Period: Temp (6 Months)

- **Purpose**

- To provide project and administrative support to the Renewable Energy Programme.

- **Qualifications and Education Certification**

- Degree/diploma in science or engineering field.
 - A Diploma in project management will be advantageous.
 - Must have a valid driver's license.
 - 2 years project work experience required.
 - Exposure to the energy or research environment / industry is required.

- **COMPETENCY**

- **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
- Relations and networking
- Self-starter
- Self-development / professional and technical expertise
- Effective communication (verbal and written)
- Analysis and judgment / problem solving
- Systematic approach (planning and organizing)

RESPONSIBILITIES

➤ Programme coordination and project administration support:

- Project administration support
- 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 component of the contracting process - 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. training) - 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
- **Exhibitions - represent Sanedi at exhibition stand:**
- Compile / collate data monitoring and issue resolution reports for data analysis and interpretation purposes
 - Under supervision – not primary responsibility - On-site support to PM / GM - (site visits - showcase work to stakeholders / evaluate the suitability of a site / community engagement monitoring)
- **Technical exposure (only at times under supervision – not a primary requirement of the role, but on an as and when basis:**
- Present at conferences/events etc.
 - Quality and relevance of presentation
 - Presentation skills
 - Literature Reviews

➤ **Contribution to operational management structures / forums as and when required:**

- Committee member or committee chair
- Support to National Treasury / internal and external audit
- Administrative procurement support
- Administrative support of renewable energy programme
- Quality of contribution
- Timeous / Turnaround times
- Compile minutes

The closing date for this position is: 20 July 2023

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