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South African National Energy
Development Institute

ENERGY INNOVATION FOR LIFE

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Job Advert

Position: The Energy Efficiency Project Support Unit (EEPSU) Administrator (x 2)
Programme: Programme 3
Division: Energy Efficiency
Location: SANDTON
Period: Fixed Term Contract - 2 years 10 months

1. Background of Programme

South Africa's Greenhouse Gas (GHG) emissions are high, in both absolute and per capita terms and this is mainly due to a primarily coal-based electricity supply industry, combined with a prevalent inefficient use of energy across many sectors. Moreover, the country is experiencing electricity supply shortages and has a high unemployment rate.

Public infrastructure, such as buildings, public lighting and water/ waste-water treatment plants, owned by and/or managed by municipalities, provinces, national government and State-Owned Entities (SOEs), contribute to the country's GHG emissions. Despite potential financial savings, and energy and emission reductions that could be achieved through the implementation of demand-side energy efficiency interventions, uptake and implementation to date has been limited. This is due to a range of factors including capacity and resource constraints, data shortages, government procurement complexities, and access to finance.

To address these challenges and to fast track the large-scale roll out of energy efficiency across public institutions, the Department of Mineral Resources and Energy (DMRE), have developed the Energy Efficiency in Public Buildings and Infrastructure Programme (EEPBP). The objective of the EEPBP, which commenced in 2019, is to reduce GHG emissions in South Africa by catalysing an energy efficiency transformation within the public-sector environment. This will be achieved through the provision of appropriate technical and financial support, and a programmatic approach to identifying, developing, financing and implementing energy efficiency interventions in a consistent and replicable manner.

Energy Efficiency projects developed through the EEPBP will be implemented by Energy Service Companies (ESCOs) via an Energy Performance Contracting (EnPC) model with public sector entities.

Through funding from the Mitigation Action Facility, combined with Technical Assistance from the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH, the South African National Energy Development Institute (SANEDI) has been appointed to coordinate the Energy Efficiency Project Support Unit (EEPSU) for the EEPBIP. The role of the EEPSU will be to support public sector institutions in identifying and developing bankable energy efficiency projects that can be tendered to ESCOs under an EnPC model.

2. Qualifications and minimum requirements

- Minimum of a bachelor's degree in any of engineering, natural science, sustainable development, or project management or related fields
- Minimum 1 years' experience as Administrative Clerk or Project Assistant
- Project management skills
- MS Excel skills

3. Job Knowledge and Skills required

- Knowledge on the South African energy sector an advantage
- Knowledge of public sector procurement processes
- Quantitative analytical skills
- Technical report writing
- Ability to present information in a clear and concise manner
- Team player with a commitment to working in a diverse team
- High level of problem solving and analytical skills
- Good communication skills
- Ability to multitask and meet deadlines.
- Attention to detail

4. Responsibilities of the role

- 4.1 Monitor the submission of project progress, expenditure and quality reports.

- 4.2 Monitor compliance with milestones, project costs and technical compliance with specifications
- 4.3 Identify deviations from milestones, project costs and technical compliance with specifications.
- 4.4 Report on deviations milestones, project costs and technical compliance specifications.
- 4.5 Monitor the implementation of interventions to rectify deviations from milestones, project cost and technical compliance with specifications.
- 4.6 Consolidate project information and generate programme reports.
- 4.7 Undertake administrative procedures for the Energy Efficiency Project Support Unit including bookkeeping and document filling, leave management and travel & logistics arrangements.
- 4.8 To support and conduct research activities as and when required.

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

The closing date for this position is: **12 May 2024**

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