

POSITION : Project Officer (Full Time)
DIVISION : REEEP
LOCATION : Sandton, Johannesburg

Purpose

- To provide project and administrative support services to REEEP in SANEDI.
- This post is a full time position

PROJECT OFFICER (Full time 12 Month Contract)

Responsibilities

- To develop project documents as and when required
- Data mining and data capturing; database development and management
- To give support to REEEP programme priorities both at regional level and REEEP HQ
- To facilitate communication between stakeholders and ensure alignment of stakeholder expectations
- To provide adequate reporting to REEEP as and when required
- Produce regular status reports of project activities that include required financial reporting and participate in project reviews
- Maintain relationships with key (project) stakeholders and manage expectations
- Performing any additional responsibilities as specified by the manager
- Facilitate internal support functions and procedures as required
- Attend meetings and key events (includes local travel in South Africa)
- Maintain and update project social media pages

Knowledge and skills requirements

- Excellent written and verbal skills
- Excellent communication skills
- Administrative skills
- Integrity and strong ethics
- Minutes and report writing skills
- Ability to work in a team or alone
- Ability to work under pressure

Minimum Requirements

- Bachelor's Degree the relevant Science or equivalent.
- Candidates currently engaged in Undergraduate Studies will be considered
- MS Office experience

The closing date for this position is: **19 March 2018.**

Please submit a detailed CV to Human Resource Department, email to: recruitment@sanedi.org.za