



sanedi

South African National Energy
Development Institute

ENERGY INNOVATION FOR LIFE

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Job Advert

Position: Project Officer
Programme: Programme 3
Division: Applied Energy Research
Location: Sandton
Period: Fixed Term Contract - 2 years

1. Background

The Department Science and Innovation (DSI) has contracted the Technology Innovation Agency (TIA) as Funding Agency for the Viability and Validation for Service Delivery (VVISD) programme. TIA subsequently contacted SANEDI as the programme manager for the Energy Management component. The programme will extend over three years and includes the identification of energy management technologies, procurement, installation and handover of pilot demonstrations. The DSI has selected five municipalities to participate in the programme through an open DSI call for proposals.

Additional human resource requirements have been identified, to assist with the planning, design and implementation of the technical components of the programme. Specific tasks at hand include the design of technology pilot demonstrations, installation of equipment, monitoring and evaluation, and hand-over. Successful technology demonstration may be considered for scaling or deployment, at other municipalities.

2. Purpose

The position will require an individual to coordinate and implement the different components, and day to day activities within a Programme and Project management capacity.

3. Qualifications and Minimum Requirements

- A National Diploma in Project Management, Science, Engineering, or related field.
- A Degree will be an added advantage.
- Minimum 2 years' experience in the Energy Sector.
- Technical expertise, project coordination, administration, and finance.
- Internal and external stakeholder engagement, coordination, and delivery.
- Computer skills, report writing, presentations, data gathering and analysis.

4. Job Knowledge and Skills Required

- Extensive technical knowledge, and project management.
- Good analytical, monitoring and evaluation capability.
- Technical report support with proficiency in MS Word, PowerPoint, and Excel.
- Team player and committed to work in diverse team.

5. Soft Skills Required

- High level of problem solving and analytical skills.
- Ability to communicate and work effectively with all levels within the organisation and outside the organisation.
- Ability to write and present technical information clearly and concisely.
- Ability to work in a team and individually.
- Ability to work under pressure and within tight deadlines.

6. Responsibilities

- 6.1. Programme and Support Activities
- 6.2. Stakeholder Engagement
- 6.3. Document Administration
- 6.4. Monthly and Quarterly Reporting
- 6.5. Procurement

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

Closing date for this position is: **26 September 2024**.

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