



**1. Position description and grading**

Project Coordinator

**2. Department and section**

**Smart Grids – LEAP/ RE-Programmes**

**3. Job requirements:**

**3.1 Qualifications and experience**

- Bachelor of Science, Engineering, or Technology Management.
- An accredited Diploma in Project Management would be an advantage.
- Previous experience project managing European Union projects would be advantageous.
- A minimum of **3 years** working experience in Science, Engineering or Technology Management.

#### **4. Competency Requirements:**

##### **Knowledge**

- Understanding of the National System of Innovation (NSI).
- Understanding Science Technology and Innovation (STI) and its impact on project and economic development.
- Understanding of Renewable Energy Research Development and Innovation (RDI).
- Basic understanding of processing financial invoices, statements, and reporting.
- Monitoring and evaluation of renewable and clean energy RDI.
- Basic knowledge of the Public Finance Management Act
- Understanding of policy and strategy regulating Renewable Energy and Cleaner Technologies.

##### **Skills**

- Administration Skills
- Project Management skills.
- Administration skills.
- Written and Verbal Communication skills.
- Technical Report Writing Skills.
- Basic Finance skills.
- Stakeholder engagement skills.
- Minute taking and record keeping.
- Computer skills.
- Project Management.
- Research and Development.
- Time Management.

## **Personal Attributes**

- Interpersonal skills.
- Assertive.
- Sociable.
- Able to work individually and as a team.
- Able to work under pressure.

## **Customer Profile:**

- Department Science and Innovation (DSI).
- Universities and Science Councils.
- Ministries of Science and Technology in Africa.
- Regional and SADC Institutions.

## **4. DESCRIPTION OF TASKS**

### **Programme Coordination and Management:**

- Drafting standards, procedures, and guidelines.
  - Draft Terms of Reference and Scope of Works.
  - Present to Project Steering Committees and Advisory Boards.
  - Perform administrative work, minutes, reports and presentations.
  - Undertake stakeholder management and coordination.
  - Monitor, evaluate and report progress on programme and projects.
- entity, established under the National Energy Act (Act 34 of 2008),

**Coordination and Management of Transnational Research and Innovation  
Calls on Renewable Energy:**

- Scope and plan project work packages.
- Coordinate and administer project governance structures.
- Interface with international bodies, national government departments, science councils and universities.
- Evaluate programme and project outcomes and impacts.
- Achieve Annual Performance Plan targets and objectives.
- Prepare technical, monitoring and evaluation and progress reports.

The closing date for this position is: **10 February 2023**

Please email a detailed CV and cover letter to: **recruitment@sanedi.org.za**

*Dr Titus Mathe*

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Dr Titus Mathe

Chief Executive Officer