



sanedi

South African National Energy
Development Institute

ENERGY INNOVATION FOR LIFE

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JOB REQUIREMENTS

Position: Project Officer
Programme: Applied Research
Division: Project Management Unit
Location: SANDTON
Period: 3 Years

Purpose

- To provide an administrative service and support the CM Programme and Project Management Unit

1. Qualifications and Experience

- Diploma in Project Management or related
- Must have a valid driver's license
- 2 years' work experience required
- Exposure to the energy or research environment / industry will be advantageous

2. Responsibilities

- Assist the Project Manager in day-to-day management and oversight of GEF/DBSA electric bus demonstration project and Cleaner Mobility Programme activities;
- To support with the development of targets, specifications, schedules, and budgets for the administration and implementation of the GEF/DBSA electric bus demonstration project

- Ensure all project documentation (progress reports, consulting and other technical reports, minutes of meetings, etc.) are properly maintained in hard and electronic copies in an efficient and readily accessible filing system, for when required by the SANEDI, PSC, DBSA, GEF, project consultants and other PMU staff;
- Provide PMU-related administrative and logistical assistance
- Co-ordinating stakeholder engagements with the specific municipalities identified, government departments, DBSA, GEF and other key project stakeholders .
- Co-ordinate all Supply Chain Management transactions timeously
- Ensure all project invoices are processed timeously.

COMPETENCY

Functional competencies

- Stakeholder engagement skills
- Communication skills
- Report writing skills
- Technical understanding of energy and research industry
- Research skills
- MS Office incl. Excel and MS Projects
- Very good inter-personal skills
- Proficiency in the use of computer software applications especially MS Word and MS Excel.
- Excellent language skills in English (writing, speaking and reading) and in local languages

Behavioural competencies

- Initiative and responsibility
- 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)

The closing date for this position is: **19 July 2023**

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