



sanedi

South African National Energy
Development Institute

ENERGY INNOVATION FOR LIFE

SANEDI, PO Box 9935, Sandton, 2146

A: CEF HOUSE, Block C, Upper Grayston Office Park, 152 Ann Crescent, Strathavon, Sandton, 2146

T: +27 [11] 038 4300 E: information@sanedi.org.za W: www.sanedi.org.za

Job Advert

Position: Senior Project Officer
Programme: Programme 4
Division: Energy Secretariat
Location: SANDTON
Period: Fixed Term Contract - 3 years

1. Purpose of the position

The Energy Secretariat Programme requires a Senior Project Officer to drive the four (4) Flagship RD&I programme coordination, administration, and support components. The Senior Project Officer is expected to provide assistance to the Head of Energy Secretariat and Project Managers to manage the various energy research, development and Innovation programmes, including but not limited to the implementation of the National Hydrogen and Fuel Cell Technologies Research, Development, and Innovation (HySA) Strategy and the implementation of the Energy Research and Development Strategy.

2. Qualifications and Experience

- A minimum of a National Diploma in Project Management, Logistics, Science, Engineering, or related field.
- Minimum 7 years' experience in Energy sector
- Technical project coordination, administration, and finance experience
- Event coordination and delivery.
- International stakeholder engagement.

3. Knowledge and skills required

- Knowledge on renewable, hydrogen and energy storage technologies
- Knowledge in project management support
- Technical report support with proficiency in MS Word, PowerPoint, and Excel
- Good communication skills
- Administrative skills to manage all administrative requirements
- Good report and minutes writing skills

4. Soft skills Required

- High level of problem solving and analytical skills
- Demonstrate interpersonal and problem-solving skills, excellent written and oral communication abilities
- Ability to communicate and work effectively with all levels within the organisation and outside the organisation
- Ability to write and present technical information clearly
- Ability to work in a team and individually
- Ability to work under stress

5. Responsibilities

Programme related support activities

- Coordinate evaluation of Business Plans, Annual Performance Plans, progress reports, financial audited reports by CoCs and Implementing Agents (IAs)
- Facilitate the transfer of funding to CoCs and Implementing Agents
- Facilitate prioritisation of R&D opportunities and recommend for support by the Energy Secretariat
- Project site visits
- Report writing and minute taking
- Assist with Budget creation and revisions
- Submission of Procurement documents
- Email interaction: communication, requests and queries.

Stakeholder Engagement

- Facilitate ongoing engagements with the Department of Science and Innovation (DSI), CoCs, industry, and other government departments
- Participate in project events
- Participate in meetings for new business/ collaborations
- Conference Attendance
- Conference Speaker

SANEDI Procurement

- Co-ordinate all Supply Chain Management transactions timeously, including drafting and submission of bid documents to relevant SCM committees

- Participate in bid specifications and evaluation meeting
- Ensure all project invoices are processed timeously

Document Administration

- Maintain reporting database and ensure evidence from CoCs and IAs is accurately captured
- Monitor contracts with CoCs and IAs to ensure compliance with contract provisions by the parties
- Record of Minutes of Meetings
- Record of Meeting registers
- Records of Signed Contracts
- Travel logistics and documentation
- Assist with Budget Update

Monthly/ Quarterly Reporting

- Review of quarterly reports, mid-term and annual reports from CoCs
- Assist Project Managers with verification of evidence for quarterly, mid-term and annual report
- Record of Stakeholder Engagement
- Update internal contract registers
- Records of Travel reconciliation
- Assist Project Managers with SANEDI quarterly reporting

Please email a detailed CV to: Seniorproject02@sanedi.org.za

The closing date for this position is: **23 June 2024**

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