

Programme Operations Officer (Two-year Contract) DST Solar Technology Research, Development and Innovation (RDI) Programme

OBJECTIVES:

A growth position has become available within the Programme Management Unit (PMU) of the Department of Science and Technology (DST) Solar Technology Research, Development and Innovation (RDI) Programme. The Programme is funded by the DST and implemented by the South African National Energy Development Institute (SANEDI). The successful candidate will be based at SANEDI offices in Sandton.

Applications are invited from interested and suitably qualified persons for appointment to the position of: **Programme Operations Officer - DST Solar Technology RDI Programme**. The initial appointment will be for a two-year term, which is renewable subject to availability of funds and at the discretion of the PMU, and will begin no later than April 2018.

PERFORMANCE AREAS:

The responsibilities of the Programme Operations Officer include:

- Assisting in the preparation of Programme management documentation;
- Assisting the Programme Manager in compiling Programme reports;
- Monitoring the performance of service providers (SPs) by organising and/or conducting regular site visits and operational meetings;
- Maintaining effective communications with all SPs to ensure alignment with the requirements for successful operations;
- Interpreting data for reporting purposes;
- Tracking Programme deliverables and milestones;
- Maintaining records of all resources working in the Programme;
- Early identification of bottlenecks/delays and develop and implementation of mitigation action as and when required;

- Resolving daily Programme operational problems;
- Monitoring and controlling Programme risks; and
- Providing support to the Programme Manager in all Programme related matters.

REQUIREMENTS:

- The candidate is required to Hold a Bachelor's degree in natural science or related field;
- Candidates with good writing skills and business skills would be preferred;
- Knowledge and/or experience in solar energy or related field will be an added advantage;
- The position will be for an initial period of two years.

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