



sanedi

South African National Energy
Development Institute

ENERGY INNOVATION FOR LIFE

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Position: Project Coordinator

Department: Smart Grids – LEAP/ RE-Programmes.

Period: Three (3) years

Location: Sandton, SANEDI Offices.

❖ **Job requirements:**

Qualifications and experience:

- Minimum 3 years working experience in an international science and technology oriented environment.

❖ **Learning Indicators/ Qualifications:**

- A National Diploma or Bachelor's degree in Science; Engineering or International Relations.
- Previous experience on EU funded projects would be an advantage.

❖ **Competency Requirements:**

Knowledge

- Understanding bilateral and multilateral cooperation
- Understanding STI and its impact on development
- Understanding of the national system of innovation
- Understanding International Relations (especially African Politics)
- Basic knowledge of the Public Finance Management Act
- Understanding of international science and technology institutions, actors and systems
- Knowledge of EU-Africa geo-political dynamics

Skills

- Administration Skills
- Negotiation skills
- Diplomatic savvy

- Written and Verbal Communication
- Computer Skills
- Organization Skills
- Project Management
- Time Management
- Research and development

Personal attributes

- Interpersonal skills
- Proactive
- Sociable
- Assertive
- Able to work as part of team
- Able to work under pressure
- Able to work with people of diverse cultures

Customer Profile:

- African Union and European Commission
- Ministries of Science and Technology in Africa
- DST employees
- Researchers
- Science councils
- Academic and research institutions
- Regional Institutions

❖ DESCRIPTION OF TASKS

Programme Coordination and Management:

- Drafting ethical guidelines
- Draft terms of reference for advisory boards
- Preparation, organization and minutes of advisory board meetings
- Preparation of documents for advisory board meetings in consultation with PMB
- Ensuring interface between advisory boards and relevant programme governance structures
- Drafting bi-annual and annual reports
- Drafting minutes of meetings
- Terms of reference drafted
- Biannual reports drafted
- Annual reports drafted and submitted to the EC
- Advisory boards established and operational

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

- Drafting of the detailed work plans
- Planning and organizing governance structure meetings
- Developing management frameworks
- Ensuring programme synergies
- Monitoring activities, results and risks and take proactive actions to avoid deviations
- Preparation of technical reports and deliverables in liaison programme partners
- Implementing quality control procedures
- Ensure gender and racial equity
- Ensure compliance with programme ethical guidelines
- Support the establishment of review panels
- Evaluation of programme activities to measure impact
- Joint identification of thematic priorities for the co-funded calls
- Consulting with relevant stakeholders in the NSI and industry to ensure inclusion of appropriate call topics and technology readiness levels
- Technical reports drafted and submitted to the EC
- financial reports drafted and submitted to the EC
- South African renewable energy experts represented in review panels
- Call Text documents drafted to include South Africa's transformation agenda
- Thematic priorities incorporated into Call Text documents
- Mechanisms developed to ensure selection of eligible South African proposals
- Annual progress reports detailing milestones, expenditure and challenges of selected co-funded projects

Monitoring of call outputs and projects:

- Defining indicators to assess outputs of co-funded calls
- Monitoring and evaluation of projects selected from these calls
- Conducting scientific and impact assessments of co-funded projects
- Number of indicators to assess outputs of co-funded calls
- Number of monitoring and evaluation reports
- Number of scientific and impact assessments of co-funded projects.

The closing date for this position is: 5 July 2021

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