



sanedi

South African National Energy
Development Institute

ENERGY INNOVATION FOR LIFE

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Job Advertisement.

Position: Project Manager – Special Projects

Division: Office of the CEO

Period: 6 months.

Location: Sandton, SANEDI Offices.

1. Job requirements:

1.1 Qualifications:

- Bachelor's degree in Engineering or Natural Sciences (additionally, a Project Management Certification (PMI®) or MBA will be preferred)

1.2 Experience:

- 8 years relevant experience of which 5 years in a project managerial role, preferably in the energy sector

1.3 Desired additional skills/ competencies

- Practical skills, experience and demonstrable track record in managing and understanding the energy industry
- High level integrity, results orientation, managerial and administrative skills backed by project management experience
- Experience in managing project lifecycle stages
- Understanding the South African energy sector
- Understanding the national energy policy and regulatory framework
- Understanding the permitting and licensing requirements for energy projects
- Demonstrated organisational leadership at operational levels and navigation in a complex organisation
- A team player who is assertive and confident

- Critical skills: analytical ability, creativity, communication, influencing, negotiation and leadership

2. Purpose

- Lead and manage the activities and resources of Projects section to ensure appropriate energy solutions are identified, evaluated, funded and project managed until sustainable. To act as a Programme Manager on complex projects.

Key Performance areas.

3.1 Operational Planning

- Evaluate and comment on the applicability of specific operational key performance indicators and measures against outcomes detailed in the Project Departmental strategic plans
- Draw up operational plans for the Department to ensure that planning of the section is aligned to Project Department's strategic objectives and priorities
- Plan and forecast on short and medium term organisational and personnel needs which includes compiling and developing Standard Operating Procedure (SOP's) activities
- Monitor that policies and decisions of the section are implemented in a most functional and effective way.

3.2 Direct the activities of the Department and relevant Programmes/ Projects

- Lead and manage the Department and set the necessary policies, rules and regulations in place to ensure proper and effective Projects.
- Seek, negotiate and obtain funding for proposed programmes/projects Identify, monitor and manage risks within the programmes/projects Compiling weekly, monthly and quarterly reports to the General Manager and different programme/project steering committees
- Stay abreast and interprets legislation in regards to the Energy sector and implement and communicate relevant changes timeously
- Provide guidance and monitor adherence to all applicable government policy regulatory guidelines, directives and applicable legislation, rules and policies Continuously investigate and recommend the best solutions.
- Manage projects by combining business strategy and project management technique in order to implement the business strategy and to deliver organisational breakthroughs.

- Integrate strategic and operational plans by identifying activities in the plan, implementing the plan and verifying what has been implemented and check whether aligned with the plan
- Review the development and risks of the programme/complex projects and to identify the gaps that need closing in order to successfully implement the programme/complex project
- Appraisal of programme/project proposal for implementation
- Create financial models for different programme/project proposal as part of project appraisal and analysis
- Manage the programme/project procurement process
- Negotiate and manage programme/project contracts
- Ensure programme/project related legislative compliance is met for all elements of scope.

3.3. Budget Management

- Prepare, manage and monitor the operational budget of the Department to ensure effective and efficient functioning and cost control
- Analyse trends, operating requirements and prepare capital and operating plans/estimates to determine funding for the financial year
- Evaluate the section/programme/project's performance against the approved budget and addressing deviations/variances
- Monitor, recommend and implement corrective measures to rectify deviations/acts contrary to budgetary provisions, financial regulations, audit requirements and departmental procedures
- Authorise payment requests, requisitions, etc. regarding expenditure as delegated
- Prepare reports to the GM detailing the status of expenditure and availability of funds for current and short term interventions.
- Prepare motivational reports for submission to the General Manager for approval when required.

3.4 Stakeholder Management

- Liaising with clients and stakeholders to engage and ensure alignment to their interest and expectation
- Develop strategic partnerships with potential funders
- Represent the Department in all relevant forums and meetings to ensure good flow of information
- Liaise with internal and external and internal auditors ensuring that all matters raised by these auditors in queries, management letters and audit reports are addressed Communicate with key funders, clients and other stakeholders on their needs and resolve and respond to their queries
- Interact with State Departments and other bodies where required Interact with any service providers to ensure SLAs have been met and contracts managed appropriately.

3.5 People Management.

- Identify designated staff responsibilities, authority and personal performance measurement criteria.
- Implement staff development and training to achieve overall objectives
Determine staff levels and prepare motivations for the filling of vacancies to complement functional objectives and requirements.
- Determine human resource requirements taking into consideration operational needs, skills scarcity and retention capability.
- Participate in the recruitment and selection of individuals according to job requirements, Employment Equity (EE) targets and guidelines
- Evaluate individual and team performance, and address deviations from agreed performance indicators.
- Address workplace conflict through the initiation and coordination of consultative processes and implementation of appropriate disciplinary procedures.

The closing date for this position is: 21 May 2021

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