

## **1. POSITION DESCRIPTION AND GRADING**

Project Manager (3 years)

## **2. DEPARTMENT AND SECTION**

LEAP-RE Programmes

## **3. PURPOSE OF THE TASK**

To provide support in coordinating South Africa's participation in the LEAP-RE programmes and other EU funded research and innovation programmes focused on renewable energy. This entails ensuring that the DSI meets its strategic outcomes and deliverables in accordance with priorities set out in the White Paper on STI and STI Decadal Plan (2021 – 2030) and in collaboration with the relevant stakeholders within the National System of Innovation (NSI), other government departments and institutions in South Africa and with international partners.

## **4. LEARNING INDICATORS/QUALIFICATIONS**

### **4.1 Qualifications and experience**

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

## **5. COMPETENCY AND REQUIREMENT**

### **5.1 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

## **5.2 Skills**

- Administration Skills
- Negotiation skills
- Diplomatic savvy
- Written and Verbal Communication
- Computer Skills
- Organization Skills
- Project Management
- Time Management
- Research and development

## **5.3 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

## **6. RESPONSIBILITIES**

### **1. 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

## **2. 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

## **3. 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

## **4. INCREASED KNOWLEDGE GENERATION AND INNOVATION OUTPUTS**

- Renewable Energy Technology demonstrations, prototypes, products and services developed from co-funded projects
- Facilitate and coordinate initiatives to support the increase in joint research publications in collaboration with African and European Union partner
- Number of technology demonstrations, prototypes, products and services developed
- Number of joint research publications facilitated in collaboration with African and European partners

## 5. KNOWLEDGE UTILIZATION FOR ECONOMIC DEVELOPMENT

- Deploy renewable energy technologies in partnership with local and district municipalities
- explore and identify transnational partnerships that support innovation for societal benefit and public good
- Facilitate and coordinate the creation of new mechanisms and instruments with African European partners to support SMMEs/ Co-ops whose performance has improved or who secured new opportunities through support provided by the DSI and SANEDI
- Number of renewable energy technologies deployed in partnership
- With local and district municipalities in rural and informal settlements
- Number of multilateral partnerships which support innovation for societal benefit and public good through the DSI and SANEDI
- Number of international partnerships which support SMMEs/Co-ops through the DSI and its entities in collaboration with African and European partners.

The closing date for this position is 7 June 2021

Please email a detailed CV to [Leap-re@sanedi.org.za](mailto:Leap-re@sanedi.org.za)