



sanedi

South African National Energy
Development Institute

ENERGY INNOVATION FOR LIFE

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Job Advertisement. (RE- Advertisement)

Position: Administration Assistant

Department: Energy Efficiency

Period: 2 years

Location: Sandton, SANEDI Offices.

1. Job requirements:

1.1 Qualifications:

- National Diploma in Business, Finance, Economics, Public Administration, or equivalent with 4 years' experience is desirable. University Degree and post graduate qualifications will be advantageous.

1.2 Experience:

- 7 years of progressive experience in administration, including results-based management administration, is required.
- Experience in the usage of computers and office software packages (MS Word, Excel, etc.) is required.
- Advanced knowledge of spreadsheet and database packages, experience in handling of web-based management systems, is required.
- Knowledge of UN/UNDP corporate systems is an asset.
- Experience on GEF projects, in particular energy-related projects, is an asset.
- Experience in budget management is an asset.

2. Key Performance areas.

- **Summary of Key Functions:**
 - Support the Project Coordinator on day-to-day management of the project, by leading the PCU in administration relating to all aspects of project management oversight and implementation.
 - Support the Project Coordinator in preparation of basic analyses and information required for all reporting requirements (including budget) and communication needs.
 - Support implementation of organisational and logistical requirements of project implementation.
 - Provide logistical assistance associated to organisation of all meetings and events, and execute travel arrangements.
 - Facilitate knowledge building and knowledge sharing.
 - Arranging project meetings, workshops, venues
 - Documenting and filing of all documents pertaining to the Project using the corporate platforms.
 - Liaising between the partners (UNDP, DMRE/ SANEDI, DBSA), members of the Project Steering Committee and other project stakeholders.

- ❖ **Provides effective support to the Project Coordinator focusing on the achievement of the following results:**
 - Support the Project Coordinator in the preparation of well-designed work plans, budgets, and proposals on implementation arrangements.
 - Initiate the project, entering project into ATLAS, and support the timely preparation of required budget revisions.
 - Support preparation and follow-up on results-based project performance indicators/ success criteria, targets and milestones, preparation of reports.
 - Support analysis of the project situation, identify operational/administrative problems, and develop solutions.
 - Support preparation project audits and related assessments, and support implementation of audit recommendations.
 - Support contract management of project goods and services.

- ❖ **Provides administrative support to the PCU focusing on achievement of the following results:**
 - Implement UNDP administrative/operational work flows, Standard Operating Procedures, and the Internal Control Frameworks.
 - Proper control of the supporting documents for payments, review of NEX projects Financial Reports.
 - Maintenance of the internal expenditures control system which ensures that vouchers processed are matched and completed, transactions are correctly recorded and posted in ATLAS.
 - Timely corrective actions on unposted vouchers, including the vouchers with budget check errors, match exceptions, unapproved vouchers.
 - Work in close collaboration with UNDP administration/operational personnel (Procurement; Programme Finance; Operations) to execute AA duties.
 - Provide support to the Project Coordinator on budget and administration reports, and updates/analyses required by Project Coordinator, in collaboration with relevant UNDP and DBSA personnel.

- ❖ **Provides support in materialising the project partnerships, focusing on achievement of the following results:**
 - In supporting the Project Coordinator, assist in engaging DBSA counterparts in a timely manner on project finance and administrative information and provide analyses of these to the Project Coordinator to enable reporting requirements.
 - Track and reporting on co-finance resources.
 - Provide logistical assistance associated to organisation of meetings (including Project Steering Committee meetings and any meetings deemed necessary by the Project Coordinator), and make all travel arrangements.

- ❖ **Ensures facilitation of knowledge building and knowledge sharing focusing on achievement of the following results:**
 - Ensure all project documentation (progress reports, consulting and other technical reports, minutes of meetings, etc.) are properly maintained in hard and electronic copies in an efficient and readily accessible filing system, for when required by the Project Steering Committee, DBSA, UNDP, project consultants and other PCU staff;
 - Organization of trainings for PCU personnel, and stakeholders of GEF, UNDP and DBSA procedures, as and where may be required.
 - Synthesis of lessons learnt and best practices in project/programme administration and project budget management.

- Sound contributions to knowledge networks and communities of practice in project/programme administration.

3.3. Competencies and Selection Criteria

❖ Core

Innovation - Ability to make new and useful ideas work

Leadership - Ability to persuade others to follow

People Management - Ability to improve performance and satisfaction

Communication - Ability to listen, adapt, persuade and transform

Delivery - Ability to get things done

❖ Technical/Functional

Primary : Organizational Skills - Demonstrated capacities to perform multiple tasks, in multi-cultural environment and dealt with confidential matters

Office Administration- Ability to manage day-to-day office activities (including but not limited to travel management, facilities and asset management, policy and procedures maintenance) to meet operational needs

Anti-Corruption - Knowledge of anti-corruption concepts, principles and policies and the ability to apply in strategic and/or practical situations

Development and Operational Effectiveness - Programme management skills and communication skills

Research - Knowledge of analytical tools and methods for undertaking substantive research on various policy related issues

Secondary: Financial Reporting and Analysis - Ability to evaluate financial data, derive relevant findings and present them in a meaningful manner

Partnerships/Relationship Management - Ability to engage with other agencies, donors, and other development stakeholders and forge productive working relationships

Knowledge Management - Ability to efficiently handle and share information and knowledge

Risk Management - Ability to identify and prioritize risks, and organize action around mitigating them

The closing date for this position is: 12 October 2021

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