



sanedi

South African National Energy
Development Institute

ENERGY INNOVATION FOR LIFE

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Job Advertisement.

Position: Project Coordinator

Department: Energy Efficiency

Period: 2 years

Location: Sandton, SANEDI Offices.

1. Job requirements:

1.1 Qualifications:

- A university degree (Masters, or academic equivalent) in management, administration, engineering, energy, economics, marketing, project management or another field with direct relevance to the project.

1.2 Experience:

- At least 5 years of experience in managing large-scale projects on climate change mitigation, energy efficiency, or renewable energy
- At least 5 years of demonstrable project/programme management experience.
- Demonstrable experience with GEF funded projects is required.
- At least 5 years of experience working with ministries, national or provincial institutions with relevance to the project.
- Strong leadership, managerial and coordination skills, with a demonstrated ability to effectively coordinate the implementation of large multi-stakeholder projects, including financial and technical aspects.
- Ability to effectively manage technical and administrative teams, work with a wide range of stakeholders across various sectors and at all levels, to develop durable partnerships with collaborating agencies.
- Ability to administer budgets, train and work effectively with counterpart staff at all levels and with all groups involved in the project.

- Ability to coordinate and supervise multiple Project Implementation Units in their implementation of technical activities in partnership with a variety of subnational stakeholder groups, including community and government.
- Strong drafting, presentation and reporting skills.
- Strong communication skills, especially in timely and accurate responses to emails.
- Strong computer skills, in particular, mastery of all applications of the MS Office package and internet search.

2. Key Performance areas.

▪ Functions / Key Results Expected

The Project Coordinator will be the head of the Project Coordination Unit (PCU), and will manage and supervise the work of PCU team members which will include an integrated role(s) involving finance, monitoring and evaluation, and administration. The Project Coordinator shall be responsible for the overall delivery of the project within the specified time and budget. Project management and coordination will be pursued through the undertaking of appropriate actions in program formulation, implementation and evaluation as per UNDP-GEF guidelines. The Project Coordinator will be supported by UNDP, DBSA and DMRE/ SANEDI on project performance reporting and quality assurance in the lead up to the project's Terminal Evaluation (an independent activity), as well as any other project close-off activities.

The Project Coordinator is supervised jointly by UNDP and DMRE/ SANEDI, and in close collaboration with the DBSA. The Project Coordinator will work with and engage the DMRE/ SANEDI Project Focal Point on day-to-day project activities and will implement the decisions of the Project Steering Committee which will be chaired by the Project Implementing Partner, DMRE. On project oversight and contractual matters, the Project Coordinator will report to the UNDP South Africa Country Office, (Environment and Energy Programme Manager). Final decisions on all project aspects will be based on guidance provided by the Project Steering Committee. The Project Coordinator will receive technical guidance from the UNDP Technical Adviser and Project Managers from DMRE and DBSA. The Project Coordinator will consult with, and work very closely with DBSA.

The Project Coordinator will be housed in SANEDI, Sandton, South Africa (as will the PCU), and may from time to time be required to undertake project related meetings at the DMRE, UNDP and DBSA.

Summary of Key Functions:

- The Project Coordinator (PC) shall be responsible for the overall coordination and delivery of all aspects of the Project.
- Liaise directly with designated officials in DMRE (and its agencies), the DBSA (its various relevant units), other Members of the PSC (including UN Environment, ESKOM, DTIC and industry associations), the GEF Executing Agencies (UNDP and DBSA), UNDP Regional and Global Offices, existing and potential additional project donors, National Focal Points, and others as deemed appropriate and necessary by the PSC or by the Project Coordinator him/herself.
- The day-to-day implementation of the activities indicated in the approved Project Document to deliver the outputs and outcomes specified in the Project Document.
- Coordination and integration with the other initiatives carried out by DMRE principally, and by UNDP and DBSA, or supported by other partners to the DMRE, under the guidance from the designated DMRE Project Focal Point, to contribute to the effective delivery of the Project.
- be responsible for delivery of all substantive technical, managerial and financial reports from and on behalf of the Project in the required format.
- Provide overall supervision for all staff in the Program Coordination Unit.

❖ Specific Duties:

- Plan the activities of the project and monitor progress against the approved annual work-plan, and multi-year work plan as per the Project Documents.
- Supervise and coordinate the production of project outputs, as per the Project Documents in a timely and quality fashion.
- Coordinate all project inputs and ensure that they adhere to UNDP procedures (for nationally executed projects) and in accordance with DBSA procedures.
- Supervise and coordinate the work of all project staff, consultants and sub-contractors
- Coordinate the recruitment and selection of project personnel, consultants and sub-contracts, including drafting terms of reference and work specifications and overseeing all contractors' work.
- Facilitate administrative support to subcontractors and training activities supported by the Project.
- Manage requests for the provision of financial resources by UNDP and DBSA through the advance of funds, direct payments, or reimbursement using the UNDP/DBSA-provided format.

- Oversight of the overall administration of the Project Management Unit; and monitor financial resources and accounting to ensure accuracy and reliability of financial reports, submitted on a quarterly basis.
- Prepare, revise and submit project work and financial plans, as required by the PSC, DBSA, and UNDP.
- Oversee and ensure timely submission of the Inception Report, Project Implementation Reports, Technical reports, quarterly financial reports, and other reports as may be required by DBSA, UNDP, GEF and other oversight agencies.
- Disseminate project reports and respond to queries from concerned stakeholders.
- Report progress of the Project to the PSC and ensure the fulfilment of PSC directives.
- Ensure the Project's M&E meets the requirements of the Government, the UNDP Country Office, UNDP-GEF and DBSA; develop project-specific M&E tools as necessary;
- Oversee and ensure the implementation of the Project's M&E plan, including periodic appraisal of the Project's Theory of Change and Results Framework with reference to actual and potential project progress and results;
- Oversee/develop/coordinate the implementation of the stakeholder engagement plan;
- Oversee and guide the design of surveys/ assessments commissioned for monitoring and evaluating project results;
- Oversee the exchange and sharing of experiences and lessons learned with relevant community based integrated conservation and development projects nationally and internationally.
- Manage and monitor the project risks initially identified and submit new risks to the project board for consideration and decision on possible actions if required; update the status of these risks by maintaining the project risks log.
- Liaise with DBSA, UNDP, PSC, Working Groups, relevant government agencies, and all project partners, including donor organisations and CSOs for effective coordination of all project activities.
- Assist company, municipalities, CSOs, staff, and others with the development of essential skills through training workshops and on the job training thereby increasing their institutional capabilities.
- Encourage staff, partners and consultants such that strategic, intentional and demonstrable efforts are made to actively include women in the project, including activity design and planning, budgeting, staff and consultant hiring, subcontracting, purchasing, formal community

governance, and advocacy, outreach to social organizations, training, participation in meetings; and access to program benefits.

- Assists and advises the Project Implementation Units responsible for activity implementation in the target sites.
- Regular travel within South Africa to organize and monitor project activity; possible travel outside the country for participation in directly relevant international meetings.

3.3 Competencies and Critical Success Factors

- Demonstrates excellence in integrity by modelling the UN's values and ethical standards.
- Promotes the vision, mission, and strategic goals of the Project.
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability
- Treats all people fairly without favoritism.
- Knowledge Management and Learning, and Promotes a knowledge sharing and learning culture in the office through personal example.
- Strong IT and office software use skills.
- Establishes and maintains productive partnerships with stakeholders by gaining their trust and respect.
- Meets timeline for delivery of duties to UNDP, DMRE/SANEDI and DBSA, and products or services to project stakeholders (UN Environment, ESKOM, DTIC and others).

Professionalism - Ability to apply judgment in the context of assignments given, plan own work and manage conflicting priorities. Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

Planning & Organizing - Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.

Client Orientation - Considers all those to whom services are provided to be "clients" and seeks to see things from clients' point of view; establishes and

maintains productive partnerships with clients by gaining their trust and respect; identifies clients' needs and matches them to appropriate solutions; monitors ongoing developments inside and outside the clients' environment to keep informed and anticipate problems; keeps clients informed of progress or setbacks in projects; meets timeline for delivery of products or services to client.

The closing date for this position is: 27 September 2021

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