

Job Advert

Position: NT SMG Project and Backoffice Administrator

Division: Applied Energy Research & Development Programme- Smart Grids

Programme:- National Treasury Smart Metering Rollout Project

Location: SANDTON

Period: Fixed Term Contract - 3 years

1. Background of SANEDI and the National Treasury Electricity Smart Metring Project

The South African National Energy Development Institute (SANEDI) was established in 2011 under the National Energy Act, 2008 (Act No. 34 of 2008) (NEA). The Act provides for SANEDI to direct, promote energy research, and technology innovation as well as undertake measures to promote energy efficiency throughout the economy.

The National Treasury of South Africa (NT) has appointed SANEDI as the Project Management Unit (PMU) for the National Electricity Smart Metering Project rollout in selected municipalities in South Africa. The main objective of the project is the enhancement of municipal services through the development and implementation of an end to end Electricity Smart Metring system in selected municipalities in South Africa over a period of three (3) years. The key project activities include but not limited to audit of existing prepaid and conventional electricity meters, development of municipal baseline revenue, procurement of electricity smart meters including the supporting equipment

and software, training of installers, installation of smart meters and supporting infrastructure, integration of smart metering solution with municipal finance systems, commissioning of electricity smart meters solution and technical support to the municipality.

2. About the position

The Project Admin and Back Office Administrator is responsible for project administration, managing financial transactions, administrative tasks, and support functions related to the smart meter project. This role combines financial expertise with organizational and back-office support to ensure smooth operations within the organization.

3. Key Responsibilities

I. Financial Administration:

- Process work orders, supplier invoices, purchase orders, expense claims, account payments.
- Maintain accurate digital records of financial transactions and supplier information.
- Manage accounts receivable and payable.
- Compile financial data for monthly revenue reports.

II. Back Office Support:

- Coordinate daily financial tasks with management to optimize workflow.

- Ensure the office environment is organized and efficient, including ordering supplies and updating inventory.
- Develop and maintain filing systems for financial documentation.

III. Smart Meter Operations:

- Assist in tracking financial performance related to smart meter projects.
- Liaise with technical teams to reconcile operational costs and ensure accurate reporting.

IV. Reporting and Analysis:

- Prepare budgets and financial projections, including liquidity and cash flow reports.
- Analyze costs, pricing, and performance metrics to identify trends and recommend improvements.

V. Project Administration and Support

- Managing administrative processes to ensure effective oversight of municipal participation in the RT29 Program
- Ensure that all administrative staff are onboarded and trained on project-specific tools, processes, and governance requirements.
- Establish a centralized documentation management system for filing, tracking, and retrieving project-related documents efficiently.
- Schedule and coordinate regular project meetings, ensuring that minutes are accurately recorded and distributed to stakeholders promptly.

- Implement a system for tracking office supplies and resources needed for the project, ensuring timely replenishment to avoid disruptions.
- Create a framework for collecting and compiling progress reports from various teams to facilitate effective communication with stakeholders
- Set up regular compliance checks to ensure that all administrative activities align with project governance standards and regulations.
- Develop a communication schedule to keep stakeholders informed about project developments, deadlines, and any changes in plans.
- Ensure accurate data entry and maintenance of records related to project activities, financial transactions, and stakeholder interactions.
- Establish a feedback mechanism for team members to share insights on administrative processes, allowing for continuous improvement.
- Prepare all necessary documentation for project closure, including final reports, lessons learned, and compliance audits
- Coordinate planning and execution of transportation, accommodation, and scheduling to ensure smooth and efficient movement of project team. This includes booking flights or ground transportation, securing hotel reservations, arranging local transit, and managing all travel documentation as may be required

VI. Compliance and Audits:

- Ensure compliance with company policies and regulatory requirements.
- Collaborate with auditors to monitor financial procedures effectively.

4. Qualifications and experience

- Bachelor's degree in Business Administration or a related field.
- Minimum 5 year of experience in financial or project administration or a similar role.
- Proficiency in accounting software and advanced MS Excel skills.
- Strong analytical skills with meticulous attention to detail.
- Excellent organizational and time-management abilities.
- Ability to handle confidential information with high integrity.

5. Soft skills

- Communication Skills
- Time Management
- Attention to Detail.
- Problem-Solving
- Collaboration and Interpersonal Skills

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

The closing date for this position is: 11 July 2025

It is SANEDI's intention to increase the number of non- African employees within the organisation, especially white males and females and people living with disabilities. As a result, SANEDI encourages qualifying candidates from non-African communities to apply for this position.

Should you not hear from SANEDI within 30 days after closing of this advert, please consider your application unsuccessful.