



## VACANCY

<b>Job Title</b>	Initiatives (Project)Coordinator
<b>Department</b>	SAWEA Initiatives
<b>Reports To</b>	Initiatives Manager
<b>Closing date</b>	18 April 2024
<b>Start date</b>	Immediately / 01 May 2024
<b>Location</b>	Johannesburg

### Main Purpose of Role

We are seeking a driven and detail-oriented individual to join our team as a Project Coordinator for SAWEA Strategic Initiatives. Working closely with the Initiatives Manager and the rest of the SAWEA team, the successful candidate will be responsible for the successful delivery of all EWSETA projects. Additionally, the role includes assisting the Initiatives Manager with the implementation of various key events such as the annual Windaba Conference, WindAc Conference, energyDrive, and others.

### Main Responsibilities (*this is not an exhaustive list*)

The Project (Initiatives) Coordinator plays a crucial role in aiding SAWEA's Initiatives Division. The duties associated with this role include:

- Coordinate and manage all SAWEA's EWSETA projects from initiation to completion.
- Ensure compliance with EWSETA regulations and guidelines throughout the project lifecycle.
- Develop and maintain project schedules, timelines aligned to project Funding Agreements.
- Liaise with internal and external stakeholders to gather project requirements and ensure alignment with agreed project milestones.
- Monitor project progress and identify potential risks or issues, implementing appropriate mitigation strategies.
- Prepare and submit quarterly reports to EWSETA, ensuring accuracy and completeness of all required documentation.
- Provide administrative support, including organizing meetings, maintaining project documentation, and managing correspondence.
- Assist in the preparation of project proposals, budgets, and funding applications as needed.



# SAWEA

South African Wind Energy Association

The primary objective of the EWSETA-SAWEA development projects is to mitigate skills gaps and shortages within the renewable energy (RE) industry. SAWEA currently collaborates with EWSETA on three annual projects;

1. Wind Industry Internship Programme (WIIP)
  2. Work Readiness Programme (WRP)
  3. Management Development Programme (MDP).
- WIIP aims to provide recent graduates and those in graduate programs with practical work experience aligned with their studies and interests in sustainable energy solutions. It serves as a valuable support system for unemployed graduates in South Africa, aiming to equip them with practical skills for the renewable energy sector. The long-term goal is to address skills shortages in the South African energy sector by significantly boosting the renewable energy skills base.
  - The WRP was developed as an intervention to ensure the effectiveness of the interns placed in working environments through the WIIP programme. The project aims to prepare the interns for the working environment by ensuring they have the requisite skills to integrate well into the working environment from the start.
  - The main objective of the MDP is to empower women with leadership skills, reduce barriers for women in renewable energy leadership, boost confidence and leadership abilities, prepare more women for management roles, and to provide industry-specific skills for broad use in the field. This initiative seeks to foster industry growth and empowerment through diversity.

All of the above requires meticulous and precise project management for successful implementation and close out.

### Skills

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| <ul style="list-style-type: none"> <li>• Communication, especially relationship management</li> <li>• Planning &amp; organizing, with strong administrative skills</li> <li>• Attention to detail</li> </ul> | <ul style="list-style-type: none"> <li>• Goal orientated and achievement-focused</li> <li>• Team Player</li> <li>• Presentation skills</li> </ul> |
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### Experience, Knowledge & Qualifications

- Suitably Qualified and/or experienced in Administration/Project Management
- Strong MS Office Suite skills
- Experience with stakeholder engagement
- Experience in SA's renewable energy sector advantageous



# SAWEA

South African Wind Energy Association



## Remuneration & Contract Structure

- Full-time
- A 36-month contract, renewable with a 3- month probationary period.
- A fixed monthly sum of R15,000.00 total CTC
- In Office

<b>Completed By</b>	SAWEA	<b>Submission details</b>	Kim Thomas <a href="mailto:kim@sawea.co.za">kim@sawea.co.za</a>
<b>Special notes</b>	If you have not received a response from SAWEA within two weeks of submitting your application, please consider it unsuccessful. SAWEA reserves the right to make employment decisions at its discretion.		

