



**VACANCY**  
**CLOSING DATE: 16 JULY 2019**

<b>JOB TITLE</b>	<b>Project Coordinator – Climate Change, Energy and Water</b>
<b>NBI</b>	The National Business Initiative (NBI) is a voluntary coalition of South African and multinational companies, working towards sustainable growth and development in South Africa and the shaping of a sustainable future through responsible business action, thereby demonstrating business action for sustainable growth. Since our inception in 1995, the NBI has made a distinct impact in, amongst others, the spheres of housing delivery, crime prevention, local economic development, public sector capacity building, further education and training, schooling, public, private partnerships, energy efficiency and climate change.
<b>MAIN PURPOSE OF THE ROLE</b>	<p>The incumbent will be responsible for supporting the development and delivery of the NBI’s climate, energy and water programmes. This programme aims to drive greater ambition within the private sector and supports the implementation of collective partnerships in the environmental space.</p> <p>The portfolio includes:</p> <ul style="list-style-type: none"> <li>- Researching economic, technical and political trends in climate change water and energy</li> <li>- Engagement with private sector companies and the public sector on approaches to environment, water and energy</li> <li>- Developing capacity building and training materials</li> <li>- Facilitating collective action</li> </ul> <p>The role includes project delivery, engagement with our corporate stakeholders, engaging with government on policy and capacity building. The incumbent will also co-ordinate events and initiatives aimed at promoting business expertise in climate, energy and water. The role provides excellent exposure to leaders across all business sectors.</p>
<b>REPORTS TO</b>	<p>Programme Manager – Climate and Energy</p> <p>The position is based in Johannesburg with some local travel required.</p>
<b>PERFORMANCE AREAS</b>	<p>The Project Coordinator will be responsible for:</p> <ul style="list-style-type: none"> <li>- Conducting research on the regulatory environment, global and local private and public initiatives that support climate change, energy and water</li> <li>- Collecting and collating global and local best practice and case studies</li> <li>- Project managing NBI project timelines</li> <li>- Identifying strong relationships within the private and public stakeholders regarding climate change, energy and water.</li> <li>- Planning and implementing workshops and roundtables</li> </ul>

	<ul style="list-style-type: none"> <li>- Identifying additional sources of funding for NBI-led climate change, energy and water projects and developing funding proposals</li> <li>- Drafting reports and discussion papers where required</li> <li>- Drafting communications for NBI members and the public</li> <li>- Reporting</li> </ul>
<b>MINIMUM EDUCATION &amp; EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• At least 5 years of relevant work experience and a post-graduate university degree in sustainable development, social science, commerce, economics or a similar qualification.</li> <li>• Prior specific experience working in climate change, energy or water are strong assets.</li> </ul>
<b>REQUIRED COMPETENCIES</b>	<ul style="list-style-type: none"> <li>• Deep subject matter understanding and experience</li> <li>• Excellent written, communication and presentation skills</li> <li>• Intermediate MS-Office skills</li> <li>• Project management</li> <li>• Time management</li> <li>• Self-starter, energetic and quick learner</li> <li>• Positive interpersonal skills and collaborative style</li> <li>• Drivers licence</li> </ul>
<b>PACKAGE</b>	<p>This is a fixed term three-year contract, with a 3-month probation period and remuneration will be negotiable in the range of R 380 - 500 000 per annum, in accordance with the level and experience of the successful candidate.</p>

**Please note:** Interested persons should please forward their detailed CVs to Reneé Singh via e-mail [renees@nbi.org.za](mailto:renees@nbi.org.za) or phone (011) 544-6000 / fax (086) 505-8988