



VACANCY
CLOSING DATE: 31 JULY 2020

JOB TITLE	Project Coordinator – Climate Change and Energy
NBI	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.
MAIN PURPOSE OF THE ROLE	<p>The incumbent will be responsible for supporting the development and delivery of the NBI’s climate and energy 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"> - Researching economic, technical and political trends in climate change and energy - Engagement with private sector companies and the public sector on approaches to climate and energy - Developing capacity building and training materials <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 and energy. The role provides excellent exposure to leaders across all business sectors.</p>
REPORTS TO	<p>Programme Manager – Climate and Energy</p> <p>The position is based in Johannesburg with some local travel required.</p>
PERFORMANCE AREAS	<p>The Project Coordinator will be responsible for:</p> <ul style="list-style-type: none"> - Conducting research on the regulatory environment, global and local private and public initiatives that support climate change and energy - Collecting and collating global and local best practice and case studies - Project managing NBI project timelines - Identifying strong relationships within the private and public stakeholders regarding climate change and energy - Planning and implementing workshops and roundtables

	<ul style="list-style-type: none"> - Drafting reports and discussion papers where required - Drafting communications for NBI members and the public - Reporting
PREFERRED MINIMUM EDUCATION & EXPERIENCE	<ul style="list-style-type: none"> • At least 5 years of relevant work experience and a post-graduate university degree in sustainable development, environment, commerce, economics or a similar qualification. • Prior specific experience working in climate change and energy.
REQUIRED COMPETENCIES	<ul style="list-style-type: none"> • Deep subject matter understanding and experience • Excellent written, communication and presentation skills • A high degree of numeracy • Intermediate MS-Office skills • Project management • Time management • Self-starter, energetic and quick learner • Positive interpersonal skills and collaborative style • Drivers licence
PACKAGE	<p>This is a fixed term one year contact, with a 3-month probation period and remuneration will be negotiable in the range of R 350 000 – R 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 or phone (011) 544-6000 / fax (086) 505-8988