

## VACANCY | Project Coordinator: JET Skilling Programme

CLOSING DATE | 10 November 2024

<b>ROLE</b>	<b>Project Coordinator in the JET Skilling Programme</b>
<b>MAIN PURPOSE OF ROLE</b>	<p>The NBI is supporting the Just Energy Transition Implementation Plan (JET-IP) as it represents South Africa’s strategy to realise the country’s goals of a lower carbon society, whilst ensuring an inclusive and sustainable transition. It includes a dedicated section (Chapter 9) on skills, outlining a plan to build a more robust and effectively functioning skills ecosystem that anticipates, develops, and utilises an employable, skilled and capable workforce to support the JET and support growth of core value chains – renewable energies and transmission, green hydrogen, and electric vehicles.</p> <p>The private sector will be impacted significantly by the Just Energy Transition and it has an important role to play in supporting the government to implement the skilling component of the JET Implementation Plan.</p> <p>NBI’s implementation of the JET skilling for employment programme entails:</p> <ul style="list-style-type: none"> <li>• Setting up a governance structure to coordinate the private sector’s contribution.</li> <li>• Bringing an aligned view across private sector to ensure full buy-in.</li> <li>• Creating a fact base and conducting rigorous analytics to feed into the overall JET Skills Implementation Plan delivery.</li> <li>• Bringing the full resource base and capabilities of the private sector to the problem.</li> </ul> <p>The project coordinator will be responsible for:</p> <ul style="list-style-type: none"> <li>• Coordinating the implementation of work plans with the senior project manager across content development workstreams focused on the core value chains.</li> <li>• Supporting the implementation of interventions and projects.</li> <li>• Engaging with cross-functional internal technical teams and expertise to support programme implementation.</li> <li>• Supporting in the planning, logistics and coordination of the JET SP governance structures, which includes the Steering Committee, Advisory Board and Working Groups. This includes preparation, scheduling, communications, minute-taking, documentation, and reports.</li> <li>• Undertaking comprehensive research and supporting the development of thought leadership content and publications.</li> </ul>

At the NBI we believe in collaboration to effect change, building a South African economy that is inclusive, resilient, sustainable, and based on trust.

We are an independent business movement of 90 of South Africa’s largest companies and institutions committed to the vision of a thriving country and society.

We work with our members and partners to enhance their capacity for change, leverage the power of the collective, enable action by business and create investment opportunities.

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	<ul style="list-style-type: none"> <li>Coordinating the annual calendar of internal and external communication and events with key individuals and organisations for the Programme. This will include events, dialogues, and roundtables.</li> <li>Maintaining strong relationships with private and public sectors in relation to climate change and skills development.</li> </ul> <p>The role provides excellent exposure to leaders across public and business sectors. Domestic travel may be required.</p>
REPORTS TO	Senior Project Manager: JET SEP
AREAS OF PERFORMANCE	<ol style="list-style-type: none"> <li>Project administration and coordination</li> <li>Stakeholder management</li> <li>Strategic alignment and thought leadership</li> <li>Content development and design</li> <li>Proficient with Microsoft Office</li> <li>Written and verbal communications with a diverse range of stakeholders</li> <li>Research and report writing</li> </ol>
MINIMUM EDUCATION AND EXPERIENCE	<ul style="list-style-type: none"> <li>3-4 years' experience in project administration and coordination</li> <li>A bachelor's degree in Sustainable Development, Climate Change, Social Science, Commerce, Economics, Development Studies.</li> <li>Must be passionate and knowledgeable on South Africa's skilling, education, climate change and JET challenges and interventions.</li> </ul>
REQUIRED COMPETENCIES	<ul style="list-style-type: none"> <li>Supportive and collaborative</li> <li>Strong administration &amp; efficiency skills</li> <li>Organizational skills and multi-tasking</li> <li>Excellent written and verbal communication</li> <li>Ability to work independently and within a team</li> <li>Ability to work under pressure as needed</li> <li>Team player with excellent interpersonal skills</li> <li>Proficient with Microsoft Office</li> </ul>
PERSONAL ATTRIBUTES	<ul style="list-style-type: none"> <li>Proactive</li> <li>Adaptable to changes</li> <li>Detail oriented problem solver</li> <li>Confident communicator</li> <li>Passion for skilling and the JET in South Africa</li> <li>Positive interpersonal skills and collaborative style</li> </ul>
PACKAGE	<ul style="list-style-type: none"> <li>This is a <b>1-year contract position with a 3-month</b> probation period and remuneration will be negotiable at <b>TCTC R350 000 -R420 000</b> in accordance with the level and experience of the successful candidate.</li> </ul>

**Please note:**

Interested persons should please forward their detailed CVs to Human Resources via

e-mail:

[SibongileN@nbi.org.za](mailto:SibongileN@nbi.org.za)

**Please consider your application unsuccessful if we have not contacted you by 22 November 2024.**