National Business Initiative

VACANCY |Administrator: JET Skilling Programme

CLOSING DATE | 22 June 2025

ROLE	Administrator in the JET Skilling Programme
MAIN PURPOSE OF ROLE	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. The private sector is being impacted significantly by the Just Energy Transition and has an important role to play in supporting the government to implement the skilling component of the JET Implementation Plan. NBI's implementation of the JET skilling for employment programme entails: • Managing the JET SEP governance structure to coordinate the private sector's contribution. • Bringing an aligned view across private sector to ensure full buy-in. • Creating a fact base and conducting rigorous analytics to feed into the overall JET Skills Implementation Plan delivery. • Bringing the full resource base and capabilities of the private sector to the problem. In support of these activities, the NBI is seeking a highly organised and focused Administrator to support the successful delivery of this project. As a member of our team, you will provide administrative support, ensuring seamless project coordination, and exceptional organisational support. If you have excellent communication skills, a team player, and have a passion for administration, we encourage you to apply.
REPORTS TO	Senior Project Manager: JET SEP
AREAS OF PERFORMANCE	1. Administration 2. Meeting Preparation and Calendar Management 3. Minute Taking 4. Events Support & Coordination 5. Written and Verbal Communication 6. Maintaining Office Systems
MINIMUM EDUCATION AND EXPERIENCE	• A Diploma in Office Administration, or a relevant administration qualification. • 2 – 3 years working experience doing administrative tasks.
REQUIRED COMPETENCIES	• Supportive and collaborative • Strong Administration & efficiency skills

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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	• Organizational skills and multi-tasking • Strong written and verbal communication • Ability to work independently and within a team • Ability to work under pressure as needed • Team player with excellent interpersonal skills • Proficient with Microsoft Office
PERSONAL ATTRIBUTES	• Adaptable, flexible and focused • Passionate about empowering South Africa's youth • Team player
PACKAGE	• This is a **1-year contract position with a 3-month** probation period and remuneration will be negotiable at **TCTC R160 000 – R215 000** in accordance with the level and experience of the successful candidate.

Please note:

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

e-mail:

SibongileN@nbi.org.za

Please consider your application unsuccessful if we have not contacted you by 31 June 2025.