

Strategic Initiatives Project Manager for NECOM Delivery

Jobnumber

IDC00258

Posting End Date

30-Apr-2024

Job Description

The IDC wishes to appoint an entrepreneurial and results-driven strategic initiatives Project Manager who will be seconded to the Energy Council. The successful candidate will be responsible to provide technical administrative support to coordinate the multiple layers of meetings and technical deliverables committed through the formation of business Task Teams. The successful candidate should in addition to the required skills and experience for the role demonstrate a clear understanding of the Energy Transition and a passion for a sustainable environment and demonstrate an ability to be agile in the way they work and a maturity in developing trusted relationships. The successful candidate will need to dedicate 20% of the candidate's time to the IDC.

Qualification and Experience

- Bachelor's degree in applicable field, with MBA, Master's degree or equivalent preferred.
- Proven leader with collaborative style and ability to build strong relationships and partnerships with key stakeholders.
- 10+ years of experience working in a similar role: private sector or government.
- Demonstrable experience and understanding of the energy sector of South Africa and its developmental agenda.
- Project/ operations management an added advantage

Roles and Responsibilities

- Ensure compliance with all governance protocols agreed with NECOM and Eskom.
- Ensure updated reporting for regular feedback meetings with broader Business; NECOM and preparation for the 6-weekly Presidents feedback meeting.
- Support the implementation of administrative procedures, reporting structures and operational controls.

- Assist in compiling initiative concept notes and reports for submission to NECOM for approval.
- Collaborate with and take instructions from Business committee workstream leads.
- Manage the output of NECOM workstreams and drive the implementation.
- Promote policy positions on behalf of the Council and its members.
- Able to work on a hybrid basis; with the ability to travel to on-site location e.g. Power Stations, Eskom etc.
- Act as the technical authority on behalf of the Council
- Manage junior staff to deliver quality administration
- Build strong and trusted relationships with all stakeholders
- Directly engage and support the Energy Council CEO

Behavioral Competencies

Manages Complexity

- Making sense of complex, high quantity, and sometimes contradictory information to effectively solve problems.

Plans and Aligns

- Planning and prioritising work to meet commitments aligned with organisational goals.

Optimises Work Processes

- Knowing the most effective and efficient processes to get things done, with a focus on continuous improvement.

Ensures Accountability

- Holding self and others accountable to meet commitments.

Balances Stakeholders

- Anticipating and balancing the needs of multiple stakeholders.

Project Management

- Knowledge and skill in project management.

Project Tracking and reporting

- Knowledge and skill in project tracking and reporting.

Activity and Project Coordination

- Knowledge and skill around activity and project coordination.

Assessment

- Knowledge and skill around assessment.

Schedule Work

- Knowledge and skill around scheduling work.

Closing date: 30 April 2024

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