

# **Job Description: Programme Support / Project Lead - Energy & Climate Programme, Economic Development Partnership**

## **Contract Details:**

**Type:** Fixed Term Contract (1 year). Possibility of extension of contract.

**Salary:** R35 000 cost-to-company per month

## **Reporting Structure:**

**Reports to:** Programme Lead: Energy & Climate

**This Job:** Programme Support/Project Lead: Energy & Climate Programme

**Direct Reports:** None initially, potential for evolution as experience is gained

## **Target Market:**

This role is ideal for dynamic individuals eager to develop their expertise in 'partnering for impact' within the energy and climate sectors. It is especially suited for those seeking to expand their skill set and network, while growing the Energy & Climate Programme.

## **Main Purpose of the Job:**

The Programme Support Officer will play a critical role in supporting the Programme Lead in the Energy & Climate Programme. This position focuses on executing administrative and operational tasks, contributing to project management, and facilitating effective communication within the programme.

## **Job Context:**

- Key support role within the Energy & Climate Programme.
- Involves comprehensive engagement with various project components and stakeholders.
- Offers a pathway for professional growth and contribution to the energy and climate sectors, with the possibility of growing professionally as the Energy & Climate Programme grows.

## **Qualifications & Experience:**

- Bachelor's degree in a relevant field or equivalent.
- Minimum of 2 years in a support role within project or programme management.
- Experience in the energy and climate sectors is preferred
- Experience working with multiple stakeholders is preferred.

## **Key Skills and Knowledge:**

- Excellent organisational and administrative skills.
- Strong communication abilities, both written and verbal.

- Proficiency in Microsoft Office Suite and digital communication tools.
- Ability to work collaboratively in a team and adapt to evolving project requirements.
- Experience working with ChatGPT and/or keen interest in learning

### **Key Responsibilities:**

1. **Administrative and Operational Support:**
  - Assist in the coordination and management of programme activities.
2. **Communication and Documentation:**
  - Facilitate effective communication within the programme and with external stakeholders.
  - Maintain accurate records and documentation related to the programme, including meeting notes, and internal and external reporting.
3. **Project Assistance:**
  - Provide support in project planning and implementation.
  - Assist with research and data analysis for ongoing projects.
  - Tracking action items, follow up emails, meeting scheduling.
4. **Stakeholder Engagement:**
  - Support the Programme Lead in liaising with internal and external stakeholders.
5. **Professional Development:**
  - Engage in opportunities to grow professionally within the energy and climate sector.

### **Key Performance Areas:**

1. **Efficient Programme Support:**
  - Timely and effective execution of assigned tasks.
2. **Effective Communication:**
  - Maintain clear and consistent communication channels within and outside the programme.
3. **Quality of Work:**
  - Accuracy and quality in documentation, research, and administrative tasks.

### **Key Competencies:**

- Organisational Skills
- Communication and Interpersonal Skills
- Adaptability and Flexibility
- Analytical Thinking

### **Key Personal Attributes:**

- Proactive and Self-Motivated
- Detail-Oriented
- Strong Team Player
- Passion for Energy and Climate Issues