

<b>Salary Band 2A</b>	<b>Project Administrator: Events Management and Logistics – Energy Cluster</b>
Reports to:	Senior Finance Manager
Duration	Until 31 December 2026

## 1. BACKGROUND

Change is accelerating within power systems across the world. The main factors driving this transformation include the economic and political drive towards low-cost clean energy solutions, the acceleration of decentralised power generation technologies, increased digitalisation, and energy efficiency reaching across entire power systems. These changes are resulting in a structural shift in the way power systems and markets are set up and operated.

Under the **South African-German Energy Programme (SAGEN)**, the **Capacities for the Energy Transition (CET)** project collaborates with South African partners to strengthen public institutions' contribution to implement a just energy transition. SAGEN-CET is funded by the German government and implemented by the **Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ)** in cooperation with the **Department of Mineral Resources and Energy (DMRE)**. Further main partners include the **National Energy Regulator of South Africa (NERSA)**, the **National Transmission Company of South Africa (NTCSA)** and the **South African Local Government Association (SALGA)**.

On national level, the project aims to increase capacities of decision-makers to anticipate and evaluate approaches and concepts relevant to the South African power sector reform and to strengthen capacities of key national institutions to implement these requirements. On the municipal level, SAGEN-CET provides advice to decision makers on the implementation of the **Electricity Distribution Industry (EDI)** reform. From a cross-cutting perspective, the project aims to support the development and implementation of successful gender-responsive measures within public institutions of the energy sector.

## A. RESPONSIBILITIES

The Project Administrator is responsible for:

- Events Management and Logistics “Travel Management” and
- Procurement of promotional material and Record keeping

S/he will work as part of the GIZ- Energy Cluster team that includes the **Capacities for Energy Transition (CET)**, **South African-German Energy Programme (SAGEN)**, the **Energy Partnership**, the **Energy Efficiency in Public Buildings and Infrastructure Project (EEPBIP)**, **Promoting a Green Hydrogen Economy in South Africa (H2.SA)**, **Power-to-X Pathways (PtX)** and other projects.

The Project Administrator will also be expected to closely collaborate with other clusters colleagues in the same band and function.

## B. TASKS:

**The Project Administrator will inter alia, be in charge of the following tasks:**

### 1. Events Management and Logistics

- Organisation of events in South Africa (workshops, training) and related logistics:
  - Support to agenda preparation;
  - Booking of venues;
  - Booking of catering;
  - Preparation of transport and other logistics;
  - Invitation management;
  - Preparation of information material for participants;
  - Assistance during the events;
  - Support in documentation of events; and
  - Follow up on voucher and other issues relevant for proper accounting.
- Support in the organisation of study tours and related logistics (possibly in coordination with GIZ Germany or other Countries):
  - Support in the preparation of agendas and travel schedules;
  - Booking of venues and catering (possibly in coordination with GIZ Germany);
  - Preparation of transport and other logistics (possibly in coordination with GIZ Germany);
  - Preparation and management of invitations;
  - Preparation of information material for participants (incl. support in visa application process);

- Follow-up support on documentation of study tour (in coordination with technical advisers); and
- Follow up on vouchers, boarding passes and other issues relevant for proper accounting.
- Organisation of logistics for programme staff, colleagues from Head Office, consultants and partners:
  - Preparation of travel schedules;
  - Booking of meeting venues;
  - Booking of flight;
  - Booking of hotel accommodation; and
  - Coordination of additional logistics (shuttles, rental cars, buses, ...).
- Preparation of travel claims for programme staff and coordination with GIZ country office;
- (incl. coordination of car wash, maintenance and repairs);
- Other duties and tasks at the request of management.

## **2. Procurement of promotional Material and Record keeping**

- Procurement of small goods (< 2,500 EUR), mainly:
  - Office furniture, stationery and equipment; and
  - Printing.
- Maintenance and frequent update of the asset inventory list according to GIZ standards;
- Follow-up with service providers regarding outstanding necessary documents; and
- Follow-up on receivables (in coordination with financial manager).

## **3. Other Duties**

- Coordination of the facility management responsibilities of the project, in cooperation with the GIZ Office;
- Booking of board rooms for meetings at the programme office in Hatfield and organisation of related meeting logistics;
- Picking up guests and visitors and assisting with refreshments;
- Buying groceries for the office (in cooperation with other project administrators);
- Management of the petty cash card;

- Performs other duties and tasks at the request of management. Other tasks and duties may be included during the assignment.

### **C. REQUIRED QUALIFICATIONS, COMPETENCIES AND EXPERIENCES**

#### **Qualifications:**

- A Diploma/Degree in Events Management or similar qualification.

#### **Professional Experience:**

- Qualification should be enhanced by at least 5 years' professional experience in a comparable position.

#### **Other Knowledge and Additional Competences**

- Good working knowledge of information and communication technologies and related software (in particular Microsoft Office);
- Good management and organisational skills;
- Customer and service-oriented attitude;
- Willingness to upskill as required by the tasks to be performed.

### **D. ADDITIONAL INFORMATION**

- This position is based in **GIZ Offices Hatfield, Pretoria**; GIZ's mobile working policy offers flexibility regarding when and where employees can work, ensuring a balanced mix of remote and in-office collaboration.
- The contract period for this position is until **31 December 2026 in line with the commissioning period of the project**.
- At GIZ, you will be offered a global network and an atmosphere that is characterised by diversity, respect, and genuine equal opportunities. Gender equality promotion is a matter of course for us;
- GIZ is a signatory of the Diversity Charter. Recognition, appreciation, and inclusion of diversity in the company are important to us. All employees shall be valued - regardless of gender and gender identity, nationality, ethnic origin, religion or belief, disability, social background, age, or sexual orientation;
- GIZ is committed to be an equal opportunities employer, therefore, women and people with disabilities are strongly encouraged to apply.

## E. APPLICATION PROCES

Suitable candidates should apply by submitting:

- A motivation letter (**concisely 1 page**) stating why they should be the preferred candidate, the value added they will bring to the Energy Cluster project and **their basic salary expectation range**.
- This should be accompanied by a **detailed CV** and indicating **their nationality**.

Applications should be submitted to: [recruit-pretoria@giz.de](mailto:recruit-pretoria@giz.de), with the email subject line “**Application for Project Administrator: Events Management and Logistics – Energy Cluster**” for the attention of **Head of Human Resource**.

Closing date for applications: **21<sup>st</sup> May 2024**.

**Only shortlisted candidates will be contacted.**

**Applications without a motivation letter will not be considered!**