

**Solar Water Heater Project Coordinator  
Fixed Term Contract for 6 months**

**Roll-out of the National Solar Water Heater Programme**

The Department of Mineral Resources and Energy (“DMRE”) and its state-owned company CEF (SOC) Ltd (“CEF”), and are rolling out the National Solar Water Programme to install 87 000 Solar Water Heaters (“SWHs”) in low-income water reticulated households in 19 municipalities including Emthanjeni Municipality.

DMRE and CEF have identified the need to capacitate the Project Team to assist with the coordination of the programme during implementation. The Project Coordinator will work closely with the DMRE and CEF Project Team to provide dedicated local project support, stakeholder management and project administration in the municipality. The Project Coordinator is expected to interact with the municipality and service providers (including the SWH manufacturers, the SWH installation companies and the SWH Installer Assistant training service providers) to ensure that the project is implemented efficiently. Where there are issues, the Project Coordinator is expected to consult with the DMRE/CEF team to resolve them.

DMRE and CEF are now recruiting a Project Coordinator for implementing the SWH programme in Emthanjeni Municipality. **Applicants must be residents of the Emthanjeni Municipality.**

**Qualifications and experience**

- Diploma in Science / Engineering / Quantity Surveying / N6 Building & Civil Engineering
- Certificate in Project Management/Accounting
- 3 years’ experience in Project Administration/Coordination role
- Experience in Energy, Construction or Plumbing Industry
- Ability to deal with multiple project stakeholders

**Responsibilities**

- Promote a clear and consistent message on the project objectives
- Stakeholder management for the project between DMRE/CEF service providers and contractors, municipality and the beneficiary communities

- Ensure project information flow between role players in the implementation of the Project
- Closely engage with the Community Liaison Officers on developing communication strategies and platforms
- Participate in and report on all stakeholder engagements linked to the Project
- Identify, resolve or escalate any risks or issues arising from the implementation
- Tracking and reporting project progress
- Ensure that all financial processes relating to the invoicing are adequately adhered to
- Estimate and prepare Project cost projections
- Control Project costs as per budget and projection
- Prepare and submit progress reports including budget report/analysis
- Ensure that all documents are properly filed and information managed appropriately.
- Keep all records up to date at all times
- Coordinate that all service providers/contractors/suppliers submit their information as is necessary for the reports on time
- Arrange for Project meetings including preparation of meeting documents, recording and distributing minutes
- Assist the Project Leader in all Project matters as required

**Desired additional skills/ competencies**

- Good written and verbal communication skills in both English and local vernacular
- Well-developed negotiation, persuasion and consultation skills
- Ability to independently solve problems
- Pro-active thinking and analytical skills
- Good Interpersonal skills
- Driving license

**Workplace**

The Project Coordinator will work from the local municipality (Emthanjeni) offices or any other office that DMRE and CEF will secure within the municipality.

**Closing Date: 19March 2021**

**Please submit a detailed Curriculum Vitae (CV) and copies of your qualifications to [Mphos@cefgroup.co.za](mailto:Mphos@cefgroup.co.za) indicating Emthanjeni Municipality in your application e.g.**

**Project Coordinator Emthanjeni**