

JOB DESCRIPTION

Job Title:	Project Coordinator
Company:	Globeleq South Africa Management Services
Reports To:	Operations Director
Direct Reports:	None
Location:	Cape Town

Organisational Context & Purpose of Role

Globeleq is an experienced international power plant owner and operator. In South Africa, Globeleq owns and operates three renewable energy (RE) power plants: a 138 MW wind farm in Jeffreys Bay and two 50MW solar photovoltaic plants in Kimberley and De Aar. These projects emanate from government's REI4P programme and are among the first and largest RE plants to be constructed in the country.

The Project Coordinator works within the shared services team to help manage the coordination and delivery of projects. He or she will be responsible to coordinate assigned project-related activities which will include the development and management of key business projects and resources.

The role will require occasional travel to other Globeleq plants in South Africa.

Key Responsibilities

1. Coordinate, oversee and manage key business projects such as ISO 55000/14000/18000 implementation and end of warranty
2. Coordinate key projects related to the implementation and embedding of organisational systems (technical and business systems) and technical projects
3. Define or assisting in defining and documenting scopes of work
4. Prepare, manage and track project progress and budgets
5. Coordinate and arrange all activities required for the execution of projects
6. Communicate project requirements to stakeholders
7. Execute project plans
8. Prepare and distribute project reports and update briefs
9. Develop resourcing plans and project budgets
10. Drive project deadlines and deliverables according to specified timelines
11. Ensure that any risks to key milestones are captured and flagged accordingly
12. Create and edit project presentations and documentation
13. Ensure document version control and records management
14. Perform other tasks, as requested by line-manager, in line with the role

Skills / Competencies

1. Able to influence decision-making without having direct authority
2. Strong MS Project skills
3. Excellent verbal communication, listening skills and able to communicate appropriately with all levels of personnel
4. An excellent command of English; conversant communication in Afrikaans is an advantage.
5. Very good written communication, including clear, concise e-mail communication, adept at writing reports and policies
6. Able to manage stress and high-pressure situations
7. Able to handle multiple projects, prioritise work and work effectively under minimal supervision
8. Good team player; able to balance team and individual responsibilities.
9. Committed to continuous training and learning.
10. Proficient in MS Office suite including MS Word, Excel and PowerPoint.

Experience, Knowledge & Qualifications	
<ol style="list-style-type: none">1. Tertiary education in a technical / engineering field2. Project management certification is preferred3. Demonstrated experience in coordinating complex, industrial projects4. Demonstrated knowledge of MS Project and Office5. Code 8 driver's license or similar is required6. Three to five years' relevant work experience is required7. Power sector experience is an advantage8. ISO 55000 / 14000 / 18000 experience is an advantage	

Application process	CVs and cover letter, together with driver's license and current salary details, to be emailed to the jobs@globeleq.co.za by 30 November 2017 .
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