

## JOB DESCRIPTION

<b>Job Title:</b>	Economic Development (ED) Intern
<b>Company:</b>	Globeleq South Africa Management Services (GSAMS)
<b>Department:</b>	Economic Development (ED)
<b>Reports To:</b>	Economic Development (ED) Director
<b>Location:</b>	Claremont, Cape Town
<b>Employment Type:</b>	Full-time; Fixed-term Contract (1 year) from January to December 2019

### Organisational Context and Purpose of Role

The ED Intern will primarily be responsible for the coordination of ED projects through consultation with various service providers and ensuring that implementation of projects and programmes happens according to planned activities.

The ED Intern will also ensure that reporting is done in line with company and Department of Energy requirements.

As this is an internship position, applicants should have less than 1 year's working experience.

In line with our Employment Equity commitments, candidates from designated groups are preferred.

### Key Responsibilities

#### Administration

1. Processing of service provider invoices and raising purchase orders
2. Gathering and consolidating proof of payments and evidence reports for the quarterly Department of Energy (DoE) reports
3. Following up on compliance documentation with beneficiaries and service providers; including but not limited to; Non- Profit Organisations; Non-Governmental Organisations; Reading Coaches; Small Micro Medium Enterprises
4. Manage and ensure proper filing of ED documents on SharePoint
5. Collating all ED documentation for the Broad-Based Black Economic Empowerment (BBBEE) rating process
6. Assist with compilation of monthly reports
7. Liaise with Public Relations (PR) and Communications consultant for ED PR opportunities in various projects
8. Assist with the planning and coordination of PR activities (such as the Jbay Cycling Fest, etc.)

#### Economic Development Projects

1. Coordinate quarterly monitoring and evaluation sessions for all ED projects and compile quarterly Monitoring & Evaluation reports
2. Liaise with plants and FunCom (social events committee) to facilitate and coordinate ED initiatives (such as the Mandela Day initiative, etc.)
3. Assist with and coordinate monthly communication with service providers on their expected deliverables
4. Prepare feedback and report on challenges experienced by service providers

Any other duties, as assigned by the ED Director, in line with the role.

### Skills and Competencies

1. Able to communicate with and coordinate the work of service providers
2. Demonstrated knowledge of producing basic monitoring reports for ED projects
3. Very good organising skills and attention to detail
4. Excellent communication skills including clear, concise e-mails; report writing and presentation skills
5. Must be a self-starter and be able to work independently
6. Able to handle multiple projects, prioritise work and work effectively under limited supervision
7. Very good MS Word and MS Excel skills; exposure to MS project (or similar) and MS PowerPoint would be an advantage.

### Experience, Knowledge and Qualifications

1. Bachelor's Degree in Development Studies or Social Science or equivalent NQF level qualification, achieved between December 2017 and December 2018.
2. A post-graduate degree in Development Studies or Social Science would be an advantage.
3. Prior working experience including holiday work is advantageous, but not a requirement.
4. An interest in socio-economic and enterprise development would be an advantage.

<b>Prepared By</b>	Hlengiwe Radebe and Tasneem Barendse	<b>Date</b>	14/09/2018
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<b>Application process</b>	Please visit <a href="http://www.globeleq.co.za/careers">www.globeleq.co.za/careers</a> for a full job description and application process. Queries to be emailed to <a href="mailto:jobs@globeleq.co.za">jobs@globeleq.co.za</a> . Applications close <b>Monday 15<sup>th</sup> October 2018</b> .
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