

## JOB DESCRIPTION

<b>Job Title:</b>	Economic Development Manager
<b>Company:</b>	Globeleq South Africa Management Services
<b>Reports To:</b>	Economic Development Director
<b>Direct Reports:</b>	Oversees 1 Community Liaison Officer
<b>Location:</b>	Cape Town
<b>Role Type:</b>	Permanent

### Organisational Context and Purpose of Role

Globeleq is an experienced international power plant owner and operator. In South Africa, Globeleq owns and operates a number of renewable energy (RE) power plants across the country, in both wind and solar power.

The Economic Development (ED) Manager identifies and design of community projects that make a real impact. He/she monitors and evaluates 8 renewable energy power plants' ED and SED projects in line with the plant strategic objectives. The ED Manager oversees project implementation and participates in Community Trust Boards. Together with the ED team, they are responsible for stakeholder management and reporting.

The ED Manager will supervise a Community Liaison Officer (CLO). The role is based in Cape Town, with frequent national travel.

### Key Responsibilities

#### Identify and design Socio-Economic and Enterprise Development projects

- Identify project opportunities through consultation with relevant stakeholders
- Design and document proposed projects including budget estimations
- Present projects for approval by appropriate internal committee

#### Monitor and evaluate (M&E) SED and ED projects

- Ensure that each project is captured on the M&E tool with appropriate KPIs and monitoring and evaluation schedule
- Coordinate meetings with all relevant partners to monitor and evaluate project implementation
- Ensure proper exit and sustainability strategy is developed for each of the projects

#### Manage stakeholder engagement

- Review and update stakeholder maps annually
- Maintain stakeholder relationships
- Co-ordinate reputation management programme

#### Community Trusts

- Participate in Community Trust Boards
- Oversee project implementation
- Facilitate engagement between Community Trusts and project companies

#### ED Reporting

- Co-ordinate quarterly reporting to the Department of Energy for all plants
- Compile monitoring and evaluation reports bi-annually
- Co-ordinate Annexure A compilation and implementation

#### Supervise Community Liaison Officer

- Structure and implement CLO's development plan
- Provide on and off-site support to CLO
- Manage CLO performance

### Skills and Competencies

- Strong project management skills
- Good interpersonal skills to liaise with a variety of stakeholders and service providers
- Excellent verbal and written communication skills; in particular, presentation skills at all levels
- Excellent verbal skills in English, ideally with Afrikaans and isiXhosa
- Supervisory skills
- Ability to thrive in an unpredictable environment
- Creative and innovative thinking
- Strong MS Office skills, including Excel, Word and PowerPoint
- Cross functional teamwork competencies
- High level of integrity
- High attention to detail

### Experience, Knowledge and Qualifications

- Minimum of a degree in Social Sciences and/or Development studies or equivalent NQF level, with post graduate studies preferable
- Minimum of 5 years' experience in Economic Development related field of which 2 years would ideally be within South African Renewables Industry
- Ideally, 2 years supervisory or management level experience
- Demonstrated knowledge of:
  - The South African Renewable Energy Independent Power Producers Programme
  - Enterprise and Socio-Economic Development best practices
  - Monitoring and Evaluations systems development
  - Media and Public Relations in the context of reputation management
- Exposure to and knowledge of:
  - Microsoft office 365 suite
  - Enterprise Resource Management systems
  - Sustainable development best practices
- Valid driver's licence

<b>Prepared By</b>	H Radebe, L James and T Barendse	<b>Date</b>	18 May 2020
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