

Synergy South Africa Training Project Co-coordinator

Job Description

March 2021

About Synergy

Synergy has developed a deep knowledge base, employees and a network of associates of exceptional talent and skills which enable us to develop management strategies and systems that ensure long term maximum return on investment for our commercial clients and sustained positive social outcomes from the way they work. For governments, communities and NGOs, we offer the benefit of our experience to assist them in meeting their own objectives in the broad area of sustained economic and social development.

We are a global organisation that has conducted projects and proven our approach in over 40 countries across all continents in our 20-year history. Our three offices are in Oxford, Johannesburg and Paris.

Synergy has recently been awarded a contract to establish a new capacity building initiative for social performance in the renewable energy (RE) sector. The RE capacity building initiative will start with activities focused on the South Africa sector and is intended to advance the field of social performance in Renewable Energy in order to meet the transformation required to achieve the intent of Broad Based Black Economic Empowerment (BBBEE) and a just energy transition (JET). The longer-term vision for the RE capacity building initiative is for it to be a hub for training, communities of practice, research and engagement and is expected to be supported by multiple donors and income streams.

Purpose of the Role

The role is a new 6-month contract position reporting to specific capacity building projects, related work streams and the Synergy training team. The successful candidate will play a central role within Synergy by supporting the project coordination of training and renewable energy projects with a particular focus on the establishment of the RE capacity building initiative for social performance. The Synergy team requires support with the implementation of systems and procedures that will enable the successful delivery of a wide range of capacity building projects and offerings in collaboration with a several internal and external stakeholders. The role will be required to work closely with the team implementing the RE capacity building initiative, the Synergy training team, other implementation and academic partners and the rest of the global Synergy team. The role will also liaise regularly with the Synergy management team as well as individual project directors and managers, where required. Essentially, the ideal candidate will be able to contribute structure and solid project coordination skills, whilst at the same time displaying agility and adaptability in a fast moving and rewarding delivery-focused environment.

Key Responsibilities and Accountabilities

Operational support and co-ordination – major part of the job

Support to the daily running of the training projects, including the RE capacity building initiative and Synergy training operations including:

- Organize and coordinate internal meetings and communications;
- Support collation of regular and adhoc reporting for capacity building projects and Synergy training team;
- Manage development of capacity building projects operational policies and procedures and ensure compliance with agreed Synergy policies and procedures;
- Lead the logistics support for all training projects including venue hire, material formatting and printing, catering, delegate registration and liaison, basic financial management and expense tracking, external stakeholder engagement and partnership management, engaging with the Synergy business support team when required;
- Basic project coordination and development of capacity building projects and Synergy training internal information management systems with regards to planned and active projects/tasks e.g. operations related information on the server, team templates, reporting documents, participant data, marketing materials, stakeholder management plans, work plans;
- Support ongoing communication with staff and Synergy training project teams; and
- Close liaison with wider Business Support team, where required, on operational aspects.

Engagement and Marketing

- Management and development of communications and marketing materials for the RE capacity building initiative and Synergy training projects, including with sub-contractors, partners, delegates, and key institution-based stakeholders, where required and in consultation with Synergy marketing and communications internal stakeholders;
- Maintain RE capacity building initiative and training contacts and associates database; and
- Support website updates, where required.

Other responsibilities as may be identified by the RE capacity building initiative and Synergy training lead and Directors from time to time in order to ensure the effective implementation of related tasks.

Who we need

- Highly organized professional with a minimum of two years' experience of working in a similar role in an area of work relevant or related to Synergy (social impact) and the training team's work;
- The ideal candidate is a graduate in a related field to Synergy's work looking for an opportunity to expand their skills and understanding of social impact work through the broad range of Synergy's capacity building work, whilst at the same time developing and refining the necessary project management and implementation skills required in a consulting and training environment;
- Solid experience with coordinating and managing multiple projects, with a high level of task tracking and workflow administration;
- Highly proactive results orientated individual with a positive outlook and a clear focus on high quality and business success, reliable, tolerant and determined;
- Extremely methodical with high attention to detail and quality;
- Strong alignment with Synergy values and vision and keen interest in the work we do;
- Excellent spoken and written English;
- Excellent communication and stakeholder management skills;
- IT literate including good proficiency with MS Office applications including Word, Excel, PowerPoint, Access and MS Project;
- Self-starter comfortable with using their own initiative;
- Creative problem-solving skills, including the ability to multi-task with deftness and attention to priorities and deadlines
- A team player who is passionate about teamwork and making global teams work effectively;
- Experience of working in situations similar to Synergy's project work is desirable; A relevant second language, in particular French, is desirable;
- Preference will be given to BBBEE candidates.

Career Growth Prospects and Salary

Whilst the role is currently only linked to a fixed-term project, hence the 6-month duration, the ideal candidate will be able to demonstrate their value to the broader organization through their core skills and the ability to adapt and learn in the broader Synergy environment during this period. Opportunities to work on other projects and part of the business will be considered towards the end of this contract, bearing in mind the business pipeline and performance of the hired individual.

The salary package will be benchmarked and depend on the qualifications and experience of the selected candidate.

Interested candidates to email a CV and motivational letter to hjohnson@synergy-global.net and hwlokas@synergy-global.net before the 19th of March 2020.