



**PROJECT OFFICER INTERN – LOERIESFONTEIN, NORTHERN CAPE PROVINCE**

<b>Reporting to</b>	ECONOMIC DEVELOPMENT MANAGER
<b>Department</b>	ECONOMIC DEVELOPMENT
<b>Job Location</b>	LOERIESFONTEIN
<b>Travel Required</b>	YES – WITHIN LOERIESFONTEIN

**Company Overview:**

Khobab Wind Farm achieved its Commercial Operations Date on schedule and on budget, as part of the third round of the South African government’s Renewable Energy Independent Power Producer Procurement Programme.

Khobab Wind Farm received support from the local municipality and surrounding communities during the construction phase and into operations. A number of economic development projects aimed at contributing to sustainable community growth through financial and non-financial community development involvement. During the operations, a monetary commitment has been made to specifically developing enterprises and improving the socio-economic welfare of the community for 20 years.

Situated in the Hantam Municipal Area, 60km north of Loeriesfontein in the Northern Cape, Khobab Wind Farm spans 3,453 hectares of agricultural land and comprises sixty-one 99m-high wind turbines.

When operating at full capacity, the 140MW Khobab Wind Farm generates around 563,500 MWh/year of clean renewable energy per year and is expected to supply electricity to power up to 120 000 South African homes.

**Summary of Role:**

The Project Officer Intern will provide administrative support to the Project Officer, who is the point of contact for the local community, as well as assisting the Project Implementation Manager (PIM) and the Economic Development Manager (ED Manager) when distributing key project information.

This role will provide a learning environment for the Intern to develop skills in community development and engagement.

**What will you do?**

- Support the Project Officer as front-line point of contact for the Project Company in the project office during the operations phase



- Assist in compilation and distribution of reports and newsletters
- Provide administrative support to the Project Officer during implementation of approved projects
- Assist the Project Officer with uploading information into the Trimax Management System
- Assist with document control (Sharepoint)
- Provide administrative support to the Project Officer / Project Implementation Manager during administration of the Project Company grievance mechanism
- Provide administrative assistance in organising community meetings, focussed group sessions and key informant interviews with various stakeholders
- Take minutes at meetings and maintain economic development project files and reports, as instructed by the Project Officer / Project Implementation Manager
- Liaise with Mainstream Project Team
- Receive and document community project proposals on behalf of the Project Officer / Project Implementation Manager, if required
- Assist Economic Development Manager; Project Implementation Manager and Project Officer as needed

**What we require?**

- Minimum of a Matric Certificate
- Candidates should have good written and oral communications skills
- Ability to use Microsoft software e.g., Word, Excel, Power Point, Outlook
- Fluency in English and Afrikaans is essential
- The ideal candidate will have not more than 2 years' working experience at a similar or more junior level (i.e. casual employment) as the position advertised and should be eager to move into and learn to navigate the area of community engagement
- Good interpersonal skills and be comfortable in dealing with people at different levels
- Theoretical knowledge or some exposure to coordinating small projects
- Knowledge about the area of Loeriesfontein will be beneficial

**Location**

The position will be based in Loeriesfontein with travel to the Cape Town office periodically

**What we offer**

We offer you the opportunity to work in a dynamic and entrepreneurial organisation, in a growing market in a fast-paced industry. You will receive an excellent base salary.

**Applications**

Applications can be sent to [africacareers@mainstreamrp.com](mailto:africacareers@mainstreamrp.com)



**Closing date: 04 June 2021**