

GreenCape Job Opportunity

Project Officer: Grants

About GreenCape

GreenCape is a non-profit organisation that supports the development of the green economy – one that is low carbon, resource efficient and socially inclusive. We assist green technology businesses and investors focusing on green technologies and services to remove barriers to investment and growth.

Our Ambition

GreenCape's five-year strategy aims to be globally relevant in driving the uptake of green economy infrastructure solutions in the developing world context. As such, GreenCape is expecting to double in size in the next five years.

For more details on GreenCape, visit www.greencape.co.za

Job Details

Remuneration	Market related salary and contribution towards medical aid benefits
Location	Cape Town
Requirement:	Relevant Bachelor's Degree
Job level:	Mid-level

Job Description

The Project Officer: Grants, will support the Finance and Compliance department in drafting and managing project reporting.

Responsibilities will include, but not be limited to the following:

- Assist with project reporting, specifically drafting financial reports to project funders.
- General project administration including assistant with maintenance of data in central project database
- Assist in ensuring compliance with grant requirements
- Review documentation of procurement of 3rd party contractors in line with funder specific procurement requirements
- Assist and liaise with auditors for project related audit requirements
- Support the measurement of impact with tracking delivery and metrics

Required Qualifications, Skills, Experience and Attributes

- Bachelor's Degree.
- Project Management Training.
- Team player.
- Capable of independent work, taking initiative and self-motivated.
- Good people skills - comfortable developing relationships with stakeholders.
- Proficient in standard software tools such as MS Word, Excel.
- Purpose-driven and aligned to our organisations values.
- Team player with strong interpersonal skills.
- Strong attention to detail and highly organised and efficient.
- High levels of professionalism.
- Problem solving skills.

- Deadline driven.
- Time management and upward management skills.
- High levels of integrity.
- Strong communication skills (written and verbal).
- Flexibility and the willingness to contribute to other organisational needs when required.

Contract length and remuneration

This is a full-time contract position of 40 hours per week, until 31 March 2025. This contract will be renewed to a longer duration subject to GreenCape's standard contracting conditions. Contract renewal will depend on performance and the project requirements of the organisation at the time. There will be a three-month probation period for this position.

Remuneration will be market-related, with the recognition that GreenCape is a not-for-profit organisation. Medical aid is offered as an employee benefit (subject to some conditions). Offers made will take qualifications, experience and level of responsibility into account.

Application details

Applications and queries can be submitted via email to Human Resources at jobs@green-cape.co.za.

Applications must include:

- A well written letter of motivation indicating what motivates the candidate to apply for the role:
What the candidate feels he/she brings to the role that would make him/her a preferred candidate;
An indication of current salary and salary expectations;
An indication of when the candidate would be available to commence work;
Please also note how the candidate became aware of the job opportunity
- A detailed CV
- Copies of academic transcripts
- Proof of eligibility to work in South Africa (copy of SA ID or work permit)
- **All applicants must complete the GreenCape online application form. You can complete the application form by accessing this link: <https://forms.gle/pvyuweZts1KS9SVB6>**

Only candidates who are shortlisted for interviews will be contacted. The closing date for applications is **11 July 2022**. Should you not hear back from the organisation by **01 August 2022**, please consider your application to be unsuccessful.

Note that GreenCape reserves the right to not appoint to positions or to change the role in response to applicant abilities and interests. Preference will be given to designated groups and people with disabilities. All appointments will be done in accordance with our Employment Equity Plan.