

GreenCape Job Opportunity

Energy Graduate Trainee:

About GreenCape:

GreenCape is a non-profit organisation that supports the transition to a more resilient, green economy – one that is low carbon, resource efficient, and socially inclusive. To achieve this, GreenCape works with a broad array of stakeholders from various sectors to unlock the investment and employment potential of green technologies and services.

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 and will be growing its staff complement.

For more details on GreenCape please visit the website at www.greencape.co.za

Graduate Programme:

GreenCape is looking to grow the next generation of talent in the green economy. This is an exciting opportunity to gain practical work experience and work with experts in the field. The Graduate Trainee will be allocated to a sector or department based on their qualifications and interest. The sectors include Water, Agriculture, Energy, and Circular Economy. While developing skills in these sectors, the Graduate's primary role is to support the relevant programmes in delivering key project deliverables and supporting its obligations with strategic partners.

GreenCape's Energy Programme:

GreenCape's Energy Programme comprises of interrelated sector desks and units. The team's mission is to build long term partnerships with the energy industry, investors and governments to stimulate a just energy future in Africa. The team includes experts on energy services, utility scale renewable energy, sustainable mobility, storage and bio-energy. GreenCape's Alternative Service Delivery Unit is increasingly cross-sectoral, and has its origin in the energy programme

Job Details:

Job Title	Graduate Trainee
Qualification/Education	Engineering, Economics, Finance, Resource Management, Environmental Sciences or other relevant degree.
Knowledge and Experience	<ul style="list-style-type: none">No prior work experience is requiredPostgraduate degree preferredInterest in a career in the green economyComputer literate- MS Office with a basic understanding of Microsoft ExcelProven Troubleshooting and problem solving abilityWritten content related to the Green Economy advantageous i.e. news thesis, feature articles etc.)
Competencies and Skills	<ul style="list-style-type: none">Strong communication skills (written and verbal), with confidence in both formal and informal public speaking engagements.Excellent attention to detail.Flexibility and the willingness to contribute to other organisational needs when required.Ability to self-manage, multi-task and to prioritise.Innovative and driven.
Remuneration	Basic salary and contribution towards medical benefits

Location	Cape Town, Western Cape, South Africa
Term	12 months from date of appointment

The graduate's primary role is to support the relevant programmes in delivering key project deliverables and supporting its obligations with strategic partners.

The core responsibilities will include but are not limited to:

- Participating in weekly team meetings
- Supporting the team with achieving project deliverables
- Conducting market research and data capturing as required
- Report writing
- Assisting with reports (data analysis etc.)
- Working on the Zoho CRM system
- Stakeholder engagement
- Supporting event coordination where required
- Managing databases
- Assisting with updating weekly insights
- Reviewing documents or assisting with preparing documents for funders
- Assisting with programme administration

Contract length and remuneration

This is a full-time contract position, valid for period of **12 months** from date of appointment. Contract renewal will depend on performance and the HR 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).

Application Details:

Queries can be submitted via email to Human Resources via jobs@green-cape.co.za.

Applications must include:

- A letter of motivation.
- A detailed curriculum vitae (CV).
- Copies of academic transcripts.
- Proof of eligibility to work in South Africa (copy of SA ID or work permit).
- Names of two referees, the relationship to the applicant, and contact details (telephone and email).
- All applicants must complete the GreenCape online application form. You can complete the application form by accessing this link: <https://forms.gle/1t4Y23aSskz5ZHss9>
(kindly copy the link into your internet browser to access the form)

Only candidates who are shortlisted for interviews will be contacted. The closing date for applications is **06 November 2023**. Should you not hear back from the company by **30 November 2023**, please consider your application to be unsuccessful.

Please note, GreenCape reserves the right not to appoint this position. Furthermore, it also reserves the right 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.