



GreenCape Sector Development Agency

Graduate Trainee: Energy

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 vision is a thriving prosperous Africa mobilised by the green economy. In the next 5 years, GreenCape aims to be globally relevant in driving the uptake of green economy infrastructure solutions in the developing world context.

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

Graduate Programme Summary:

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. Successful graduates will be selected to join a sector where they will be able to gain experience and skills working with project teams. GreenCape's sectors include Green Finance, Water, Energy, Sustainable Agriculture and Circular Economy.

The 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 increasably cross-sectoral, and has its origin in the energy programme.

Job Description Summary:

| Sector: | Qualification/Education |
|---------|---|
| Energy | engineering, economics, finance, resource management, environmental sciences or other relevant degree |

GreenCape Sector Development Agency

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Company Registration No. 2012/039750/08

Refer to the GreenCape website for director details

| | |
|--------------------------|---|
| Title | Graduate Trainee |
| Contract Duration | From date of appointment until 31 March 2025 |
| Location | Cape Town, Western Cape, South Africa |
| Requirements: | <ul style="list-style-type: none"> • No prior work experience is required Postgraduate degree • Written content related to the Green Economy advantageous i.e. news thesis, feature articles etc.) • Interest in a career in the green economy • Computer literate- MS Office with a basic understanding of Microsoft Excel • Proven Troubleshooting and problem solving ability • Strong communication skills (written and verbal) • Self-starter and ability to work independently • Attention to detail • A record of publications in the sector (advantageous) • An existing network in the sector of interest (advantageous) |
| Job level: | Entry Level |

Responsibilities:

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.

The graduate's core responsibilities will include, but are not limited to:

- Participating in weekly team meetings
- Support team with meeting project deliverables
- Conduct market research and data collection as required'
- Report writing
- Assisting with reports (data, analysis etc.)
- Working on the CRM system, Zoho
- 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 admin

Application Details:

The closing date for applications will be no later than 22 April 2024.

Queries can be submitted via email to Human Resources via jobs@greencape.co.za.

Applications must include:

- A video clip (under 2 minutes) introducing yourself, why you are interested in the green economy and why you are a good candidate for this opportunity.
- 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/1tDdxr4RHhbUgHTu9>

(kindly copy the link into your internet browser to access the form)

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.

