

DEPARTMENT: Project Development, Windlab East Africa

JOB TITLE: Project Manager

REPORTS TO: Country Manager: Kenya & Ethiopia

Windlab East Africa (WEA) is an African renewable energy company, based in South Africa but with operations in Tanzania and Kenya (and aspirations to rapidly expand into additional East African countries). WEA is a subsidiary of Windlab Limited, and Australian publicly listed international renewable energy business which has delivered over 1GW of successful renewable energy projects worldwide. WEA is a growing entity which is run by a small and dynamic team across multiple geographic locations. The Company's focus is on developing a large portfolio of wind and hybrid wind-solar PV-battery projects from concept to Financial Close across East Africa.

Job Description:

The Project Manager is an ambitious individual that has the ability to work independently and under their own initiative to solve problems and address challenges within a diverse range of project development scenarios. A self-driven work ethic and extreme honesty and integrity are essential to this role. Strong preference is afforded to Ethiopian nationals applying for this role.

Being a Project Manager with WEA involves thinking on your feet and getting involved in a broad range of project development tasks. Although this role requires skills to manage others and coordinate multiple work streams, the Project Manager also takes an active role in delivering project success by getting involved in the day-to-day progress of project tasks. No two days are the same at WEA and sometimes it is difficult to predict what challenges you will face next.

In addition to excellent organization skills and a strong desire to deliver on project tasks, the Project Manager is not afraid to assist in business administration tasks such as those that may be required during establishing a new local office. The Project Manager will work in a small and dynamic team and will play an important role in building the business and portfolio of projects in Ethiopia.

The position will be based in Nairobi and will cover projects across Kenya, Ethiopia, Tanzania and Zambia. The Project Manager will report to the Country Manager: Kenya & Ethiopia and will work very closely with other members of the East African team (based in our Dar Es Salaam and Cape Town offices).

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Provide project development and project management services including:
 - Managing external and internal service providers to achieve project progress and success.
 - Managing scope, timing and cost of tasks within projects and the reporting thereof.
 - Application of WEA's project development process and their own professional skills to drive projects forward.
 - Developing and maintaining strong relationships with key project stakeholders, including contractors, local communities, government officials etc.
 - Liaising with WEA staff in East Africa and abroad in order to organize appropriate resources.
 - Out-of-office work including visits to sites (which can often be in remote areas) and travel for meetings.
- Detailed examples of such project management activities include:
 - Taking projects from pre-feasibility through full feasibility and financing, with oversight and management of all associated studies, approvals and contracts.

- Involvement in all aspects of project development including environmental approvals, grid connection studies and connection agreements, community liaison, stakeholder engagement at all levels from community to government, wind and solar monitoring and resource assessment, electricity offtake agreements and project finance.
- Generating reports on project financial tracking against budget, progress against schedule and assessment of project risks.
- Preparation of projects for participation in government offtake processes.
- Procurement of services and products and providing assistance in contract negotiations with specialists, equipment suppliers and contractors, and in managing these contracts.
- Providing assistance to other WEA staff in regional business matters, managing the portfolio of projects and project financing.
- Maintaining standards of best practice and assisting with training new staff or interns, from time to time.

REQUIREMENTS

Essential

- Qualifications and experience
 - Minimum Bachelor-level degree in a relevant discipline, e.g. engineering, science, commerce, finance.
 - Minimum of 3-5 years professional experience in a project environment.
 - Demonstrated ability of simultaneously managing multiple complex tasks and delivering project success.
 - Valid passport for international travel and legal ability to work in Kenya and Ethiopia (WEA will support any work permit requirements as required).
- Skills
 - Fluency in English.
 - Strong proficiency in MS Office suite.
 - Demonstrated ability to deliver projects/tasks on time and within budget.
 - Exceptional oral and written communication skills.
 - Effective and positive in communication at all levels of peoples and cultures.
 - History of strong analytical, problem solving, and negotiation skills.
 - Excellent organizational, planning, and prioritization skills.
- Character
 - Willingness and availability to travel frequently within Kenya and Ethiopia.
 - Self-motivated with the ability to work individually as positive part of a skilled, and highly focused team, with a “can-do” attitude and willingness to take ownership of delivering on their goals.
 - Demonstrated high standards of ethical conduct exhibiting honesty and integrity.
 - Process driven, with attention to detail, complemented by ability to adapt to changing demands.
 - Resourceful, well organized and effective at inspiring and influencing multiple resources to accomplish objectives.
 - Attention to security, health and safety and risk management.

Preferred

- Qualifications and experience
 - Formal Project Management training.
 - Experience in energy sector.
 - Experience in wind/solar farm or IPP development.
 - Experience in project management of civil or electrical infrastructure projects in feasibility, design and construction.
 - Demonstrated experience of managing projects in Kenya or Ethiopia.

- Experience in project finance or financial modelling.
- Strong preference is afforded to Ethiopian nationals.
- Skills and Character
 - Understanding of grid integration and the process of engagement with grid service providers.
 - Enthusiastic commitment to the development of renewable energy.

APPLICATION PROCESS

To apply for this position please email a short CV and cover letter highlighting your relevant skills and experience to africajobs@windlab.com.

The closing date for applications is close of business on **15th September 2019**.

After screening all pre-qualified candidates will undergo telephonic/skype interviews and shortlisted candidates will undergo face-to-face interviews in Nairobi.

Reference, qualification, and criminal record checks will be completed in detail before appointment.