



Assets Intern

Introduction to SOLA

SOLA is a 100% South African, vertically integrated renewable energy solutions provider, specialising in the development, construction and operation of solar PV and battery energy storage projects. We focus on partnering with the private sector to deliver clean energy to businesses across South Africa using cutting edge clean energy generation and storage technologies. We help our clients to grow and prosper through the adoption of low cost and reliable renewable energy, enabling them to meet their carbon reduction and sustainability targets.

The overall purpose of the position:

This role supports the Technical Asset Manager by coordinating construction and O&M activities, facilitating contractor and stakeholder interactions, tracking documentation, and ensuring compliance with regulatory and HSE requirements throughout the construction and operational phases of renewable energy projects. It also involves gathering technical data, assisting with reporting, and providing administrative support to maintain efficient project management systems for the Project Development team.

Reports to: Technical Asset Manager

Location: Cape Town

Contract Type: Fixed Term (4 months - maternity cover)

Summary of Responsibilities:

Technical

- Conduct follow-up on ongoing O&M activities and completed facilities management works, installations and repair works, and provide updates and reports to the Technical Asset Manager.
- Obtain quotes for projects (ad-hoc) and specialist/consultant assistance and assess for accuracy of submissions.
- Liaise with and assist the Technical Asset Manager, including contractors and third parties, during construction.
- Provide and gather information, and assist with preparing and delivering reports and presentations as part of the Asset Management Report process.
- Liaise with and assist Project Developers with technical and environmental screenings, including sensitivity mapping.

Administrative/Operational

- Maintain work documentation and equipment inventory information (as provided by EPC/O&M Contractor).
- Provide support to the Technical Asset Manager in developing an administrative system that is efficient and effective.
- Ensure the Document Control System is up to date.
- Analyse and communicate audit data as well as follow up on actionable items with relevant individuals/Contractors.
- Monitor all relevant project company licences and permits during the construction and operational phases and provide necessary support to the Technical Asset Manager to ensure compliance.
- Monitor and maintain relative permitting and land trackers.
- Monitor and maintain relevant GIS data and legislative and regulatory documentation.

Interpersonal

- Engage with the various SOLA Teams, from Engineering, Project Finance, Asset Management to Procurement.
- Engagement with other partners during the construction and operation phase of renewable energy projects.
- External stakeholder engagement support; specifically for contractors, consultants and advisors.

POWERING POSITIVE ENERGY

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DIRECTORS: B. DAMES | C. HAW | D. CHENNELLS | D. WILLS | S. HAW | T. BOARDMAN | REG. NO 2012/042769/07

Key Performance Indicators

- All P&Ls update to date.
- All technical documentation is correctly filed and updated where required.
- Incident report tracker(s) is up to date with the latest information.
- Provide inputs on AM reporting.

Minimum Requirements:

- At minimum, be studying towards a relevant degree in Engineering and/or Environmental Studies.
- The ideal candidate will be highly organised and able to manage admin across multiple work streams simultaneously.
- Must be fully proficient in English (verbal and written communication).
- Must be fully computer literate (MS Office Suite and Google App Suite).
- The ideal candidate will be passionate about the renewable energy industry and will embody respect and responsibility in the full sense of the word, while enjoying contributing to a team of highly knowledgeable professionals.

At SOLA one of our core values is *Dig Diversity* and we are committed to transformation and embracing diversity. This commitment is what drives us to achieve a diverse and inclusive workplace, representative of the demographics of our society. We therefore give preference to applicants from the designated groups in alignment with our Employment Equity plan.

To apply for this vacancy, please complete [this screening questionnaire](#) and send a copy of your CV to hireme@solagroup.co.za.

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