



Job Specification

Junior Energy Analyst

October 2013

Energy Partners Job Specification

Title of the position: Junior Energy Analyst

Location of the job: Bellville

Purpose of the Position

The Junior Energy Analyst processes, analyses and reports on energy data to deliver Active Energy Management services within Energy Partners. The junior analyst is expected to use existing tools and models to collate, process and analyse energy data to produce and maintain standardised reports and systems.

Business Context & Job Summary/Description

Energy Partners deliver optimal energy solutions enabling our clients to continue building successful businesses. Our values, team, way of working and commercial offering is critical to achieve this and ensure that employees also achieve their own full potential.

The Junior Energy Analyst plays a critical role in the implementation of Active Energy Management and is expected to have strong analytical skills, business intelligence understanding and knowledge of basic energy principles.

Key Responsibilities & Performance Indicators

- Handle all aspects of energy analysis for a client, including
 - Processing energy data to be in a usable form
 - Analysing energy data and report on findings
 - Maintain existing reports and systems
- Work closely with other analysts and programme managers to provide access to data, provide insights on findings and produce standardised reports.

Minimum Requirements

- Bachelors degree in science, engineering or commerce (Tech or University)
- Graduates will be considered
- MS Office proficient (emphasis on MS Excel).
- A passion for data analysis, demonstrated in a track record of developing and presenting own analyses and developing own analytical models.
- Attention to detail with high level of accuracy and quality assurance.
- Ability to work within tight deadlines in a high pressure environment.
- Strong logical and systematic thinking with an eye for solutions within data.
- Relevant experience in data analysis will be considered.

Beneficial

- Experience with SQL Databases an
- Business Analyst Diploma
- Visio, Visual Basic and CAD
- Project Management experience

General Working conditions

Energy Partners offices are in the Tygervalley Chambers, Bellville
Work hours are between 08h00 and 17h00. A junior analyst usually has limited travel requirements.