

JOB ADVERT**Junior Project Manager / Project Coordinator****Engineering Projects: Hardware and Software Integration**

Location	Stellenbosch/ Hybrid	Type	Permanent
Team	Engineering Project Delivery	Reports to	Project / Operations Lead

ABOUT FALX

FALX works in the renewable energy sector, developing technology that helps energy assets operate more safely, intelligently, and responsibly. Our solutions include a bird mitigation system for wind farms that uses optics and radar to detect, assess, and support mitigation decisions, as well as renewable energy forecasting products that help customers plan around generation, weather, and operational conditions.

ROLE OVERVIEW

FALX is looking for a detail-oriented junior project management professional to support engineering projects that bring together hardware, software, field operations, and customer stakeholders. The role coordinates reporting, administration, meeting arrangements, customer follow-ups, delivery planning, and project-item discussions so that actions, owners, dates, risks, and decisions remain clear.

This is a hands-on coordination role for someone who enjoys structured communication, practical problem solving, and working close to technical teams. As confidence grows, the successful candidate will lead selected customer-facing project conversations and help drive integrated engineering deliverables from planning through execution.

KEY RESPONSIBILITIES

- Coordinate project administration, including action registers, meeting notes, schedules, issue logs, project folders, and follow-up trackers.
- Consolidate reporting inputs from engineering, software, operations, procurement, and customer-facing teams into clear project updates.
- Track hardware and software integration dependencies, open decisions, risks, blockers, delivery milestones, and information requirements.
- Arrange and prepare internal reviews, customer meetings, site discussions, workshops, demonstrations, and delivery-readiness sessions.
- Lead or support customer discussions on project items, timelines, commitments, outstanding actions, and next steps.

WHAT WE ARE LOOKING FOR

- A proactive organiser who is comfortable working across engineering, technical delivery, and customer environments.
- Strong written communication skills, with the ability to turn scattered updates into concise reports and action summaries.
- Confidence to facilitate practical discussions, ask clarifying questions, and keep conversations focused on outcomes.
- Good attention to detail, follow-through, and ownership of administrative discipline.
- An interest in renewable energy, hardware, software, systems integration, optics, radar, forecasting, or similar technical environments.

EXPERIENCE AND QUALIFICATIONS

- Junior-level project coordination, project administration, operations, engineering support, or customer delivery experience is advantageous.
- Relevant studies or exposure in project management, engineering, information systems, business operations, or a related field will be considered.
- Working knowledge of project tools, spreadsheets, presentation documents, and structured reporting is expected; formal certification is not required.

APPLICATION DETAILS

To apply, please send your CV and a short motivation to jp.swanepoel@falx.africa with the subject line: Junior Project Manager / Project Coordinator. Closing date: 31 July 2026.