



Africa Institute for Environmentally Sound Management of Hazardous and Other Wastes

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Program Officer: Africa Institute

2 Years

The Africa Institute is the Regional Centre for Basel and Stockholm Conventions for English speaking African countries. It deals with management of chemicals and hazardous waste. It is based in Pretoria, South Africa at the premises of the Department of Environmental Affairs. It serves to strengthen the capacity of the region to monitor and control the trans-boundary movement of chemicals and hazardous wastes and to ensure their environmentally sound management.

The Institute invites applications for the post of a Program Officer. This position is a 2 year- contract with a possibility of renewal.

The incumbent will be paid an inclusive remuneration package of R434, 000 per annum.

Responsibilities

- To provide a comprehensive support to the Africa Institute in matters of information dissemination, publications, project monitoring and evaluation and communication.
- To develop and implement the Institute's strategic communications plans including the establishment of a knowledge management system which supports the administrative and programmatic agenda of the Institute.
- To work closely with the staff of the Institute to coordinate the organization's communication activities
- Manage key public affairs and media relations activities of the Institute
- Undertake outreach activities of the Institute including producing the newsletters, pamphlets, brochures, posters and other educational materials on the issues undertaken by the Institute and of relevance to the mandate of the Institute
- Develop and implement a collection of regional and country level feedback and inputs from the activities of the Institute
- Write content for the regular updating of the website of the Institute
- Manage service providers for various activities of the Institute in the areas assigned
- Develop and monitor project implementation plans
- Liaise with all national and international partners involved in the execution of Africa Institute activities.
- Convene and facilitate meetings, training workshops in close collaboration with the technical staff of the Institute.
- Represent the Africa Institute at meetings as assigned
- Engage in other activities as may be assigned by the Executive Director



Skills required:

- Innovative and creative thinking
- Excellent interpersonal skills
- Competency in managing multiple campaigns and communications outreach with tight deadlines
- Knowledge of the workings of the press and good media practice
- Excellent time management and organizational skills
- Excellent IT skills
- Excellent communications skills including high proficiency in English
- Knowledge of technical, economic and financial issues related to the execution of the communication and information dissemination.
- The ability and attitude to work with multidisciplinary groups and represent competently the partnership in the participating countries.
- Availability to travel extensively in the region and internationally
- Ability to work under pressure
- A sense of responsibility and loyalty

Other key Competencies required:

Leadership: Ability to identify key strategic issues, opportunities and risks; ability to generate and communicate broad and compelling Africa Institute communication direction; demonstrate innovative technical leadership by performing and/or overseeing the planning, development, and management of operation, tact and public awareness skills.

Managing Performance: Seasoned management and decision-making experience; ability to integrate knowledge with broad strategic, policy and operational objectives and translate it into a results-oriented programme; proven record of building and managing teams and creating an enabling work environment.

Gender Mainstreaming: Provide leadership and take responsibility for ensuring appropriate attention to gender balance and to incorporate gender perspectives in the activities being undertaken.

Judgment and decision-making: Demonstrated sound judgment in applying technical expertise to resolve a range of issues and problems.

Creativity: Ability to actively seek to improve programmes and services, offer new and different options to solve problems and meet client needs, and promote and persuade others to consider new ideas.

Client Orientation: Ability to identify clients' needs and develop appropriate solutions; ability to establish and maintain productive partnerships with clients.

Teamwork: Ability to operate effectively across organizational boundaries; ability to establish and maintain effective working relationships in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity and gender considerations.



Applicants should have at least a masters' degree with a minimum of 5 years experience in training and communications preferably in the field of environmental management. International experience in this field will be an added advantage. Applicants must also understand global issues and trends in the environmental management field. Women and people with disabilities are encouraged to apply.

The Program Officer will be based in Pretoria within the Africa Institute and will report to the Executive Director of the Africa Institute.

Applications should be sent to:

The Executive Director
Africa Institute
Private Bag X447
PRETORIA
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Email: tletsela@environment.gov.za

In order to be considered, applications must be accompanied by certified copies of qualifications, a comprehensive CV and names and full contact details of three referees. Correspondence will be limited to short-listed candidates only. If you have not been contacted after a month after the closing date of this advertisement, please accept that your application was unsuccessful.

Enquiries: Ms Neo Masha (012 310-3627)

www.africainstitute.info

Closing date: 13 January, 2012.

