



Africa Institute for Environmentally Sound Management of Hazardous and Other Wastes

Environment House, 473 Steve Biko Road; Private Bag X447, Pretoria 0001, South Africa.

Office GF A3 East Tel. 27-12-399 9862

www.africainstitute.info

VACANCY ADVERTISEMENT

Position: Assistant Projects Coordinator (THREE YEARS)

The Africa Institute is looking for an Assistant Projects Coordinator on a three year renewable contract. The Africa Institute is a Regional Centre for the chemicals and hazardous waste multilateral environmental agreements for the English speaking African countries. It serves to strengthen the capacity of the region to monitor and control the trans-boundary movement of chemicals and hazardous wastes to ensure their environmentally sound management. It is based in Pretoria, South Africa.

The incumbent will be paid an inclusive remuneration package of R470 040 per annum.

Position Summary

The Assistant Projects Coordinator will report to the Program Officer/Projects Coordinator as the immediate supervisor, working very closely with other staff members in the Institute. He/she shall assist in the coordination of running projects of the Institute, support the website management and also coordinate work with the member countries in information dissemination.

Responsibilities and Duties

Working under the supervision of the Program Officer and Projects Coordinator with overall guidance of the Executive Director, the general duties of the Assistant Projects Coordinator will be as follows:

Programme development:

To manage and coordinate implementation of programmes through:

- (a) Coordination and management of projects of the Africa Institute.
- (b) Management of the service providers/consultants for various projects of the Institute.
- (c) Development and monitoring of project implementation plans.
- (d) Coordination and engagement with national, regional and international stakeholders.
- (e) Reviewing of project outputs and make recommendations.
- (f) Development of project proposals and business plans for fund-raising purposes.
- (g) Liaison with all national and international partners involved in project implementation.
- (h) Convening and facilitation of meetings, training workshops, field missions for experts and consultants in the region.



- (i) Liaison with internal and external providers and other interested stakeholders.
- (j) Preparation of reports on the implementation of projects activities.
- (k) Preparation of financial reports of projects.
- (l) Preparation of technical progress reports of projects.
- (m) Participation in the overall reporting of the Institute.
- (n) Representing the Africa Institute in meetings and workshops as appropriate.
- (o) Engagement in other activities as may be assigned by the Executive Director/supervisor.

Programme and service delivery

- Provide outreach and communications support for major stakeholder events, under the immediate supervision of the Programme Officer;
- Support programme teams in writing/editing, documenting case studies and lessons learned, and supervising the production of finished communication tools and products;
- Research and visit field projects, taking photos and capturing ‘Stories of Change’ to support AI projects evaluation, share lessons learned with partners, and support reporting to the AI Council and donors.
- Assist Program Officer to Develop content for the AI website and blog in the English language.
- Assist in producing and managing communications materials for conferences and meetings.

Reporting and monitoring

- Help with the preparation of regular reports for the Africa Institute Programmes and specific projects.

Qualifications and Experience

The Assistant Projects Coordinator will have the following minimum qualifications and experience:

Essential:

- A Bachelor’s degree in Environmental sciences or Natural Sciences or related field, with minimum of three years of relevant experience
- Expertise or proven knowledge and experience in hazardous waste and environmental issues
- Excellent communication skills in both written and spoken English
- Fully conversant with the use of new technology for communications and outreach, including the web and multimedia tools
- Excellent interpersonal skills and ability to interact with people at all levels in a multi-cultural and multi-disciplinary environment
- Organized, efficient and able to meet deadlines and manage events

Highly desirable:

- International professional experience of working in Multilateral Environmental Agreements
- Experience in programme/projects management or coordination





BASEL CONVENTION



STOCKHOLM
CONVENTION

General:

In addition to job specific skills and experience, all Africa Institute staff should possess the following attitudes and skills:

Leadership: Ability to identify key strategic issues, opportunities and risks; ability to develop and implement projects in the African setting; demonstrate innovative technical leadership by performing and/or overseeing the planning, development, and management of operation, tact and public awareness skills; good judgment and decision-making.

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

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.

The Assistant Projects Coordinator will be based in Pretoria within the Africa Institute. In order to be considered candidates should submit a cover letter indicating their suitability for this position and that must be accompanied by certified copies of qualifications, a comprehensive CV and names and full contact details of three referees. Applications must be sent to:

The Executive Director
Africa Institute
Private Bag X447
PRETORIA
0001

Or alternatively be e-mailed to: nmasha@environment.gov.za. Enquiries: Ms Neo Masha (+2712 399 9862)

Closing date: 12 March 2021 (16:30 CAT)

Correspondence will be limited to short-listed candidates only. Consideration of applications will be in accordance with the Africa Institute recruitment policy. If you have not been contacted after a two weeks following the closing date of this advertisement, please accept that your application was unsuccessful. The Institute reserves the right not to make the appointment.



