



BASEL CONVENTION



Africa Institute for Environmentally Sound Management of Hazardous and Other Wastes

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

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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 ZAR477 090 per annum.

Position Summary

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

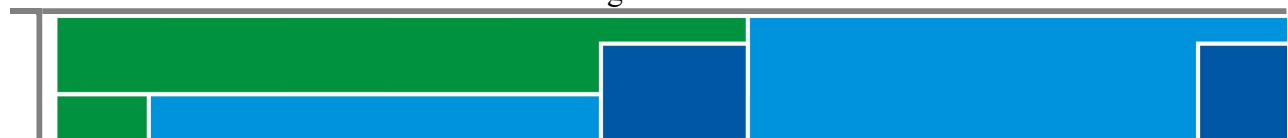
Responsibilities and Duties

Working under the supervision of the 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 the Institute to develop content for the AI website and blog in the English language.
- Assist in producing and managing communications materials for conferences and meetings.

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 coordination and management

The Assistant Projects Coordinator will be based in the Africa Institute offices in Pretoria. 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: 13 May 2022 (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 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.

