



BASEL CONVENTION



Africa Institute for Environmentally Sound Management of Hazardous and Other Wastes
Private Bag X447, Pretoria 0001, South Africa.
Tel. 27-12-399 9862
www.africainstitute.info

**EXECUTIVE DIRECTOR
(3 YEARS)**

The Africa Institute is seeking the Executive Director on a 3 year renewal contract. The Africa Institute is an Intergovernmental Organization that serves as a Regional Centre for the chemicals and hazardous waste multilateral environmental agreements for the English speaking African countries. The Institute works with the member countries to strengthen the capacity of the region to monitor and control the trans-boundary movement of chemicals and hazardous wastes and to ensure their compliance with their international obligations arising from the multi-lateral agreements that they are Parties to. The Africa Institute is hosted by the Government of South Africa on behalf of the region in Pretoria, South Africa.

The incumbent will be paid an inclusive remuneration package of R1, 068, 564. This package may be structured according to the incumbent's personal needs.

The Executive Director has to sign a performance contract which is assessed on an annual basis by Council.

RESPONSIBILITIES AND DUTIES

The Executive Director shall be the Head of the Secretariat of the Africa Institute. He/she will have to provide the strategic leadership of the Africa Institute towards the fulfilment of its mission and mandate. He/she will maintain a close working relationship with the member countries as well as the Secretariat of the Basel, Rotterdam and Stockholm conventions and the Interim Secretariat of the Minamata convention. He/she will also forge working relationships with other organizations that will support the Institute and the region towards the attainment of their goals.

Responsibilities

- Provide strategic leadership to the Africa Institute
- Oversee the preparation and servicing of the meetings of the EXCO and Council.
- Prepare and submit annually to the Council a program of work, budget estimates as well as annual audited statements for approval
- Ensure that staff is managed in a manner that brings the best from them for the benefit of the Africa Institute.
- Enter into agreements with other organizations on behalf of the Institute.
- Market the Africa Institute and mobilize resources for the organization through fundraising.
- Achieve the objectives of the strategic plan and approved business plan
- Ensure that structures and policies are in place to manage the finance, auditing, human resource and information technology services of the Institute.



- Appoint staff in accordance with the recruitment policies of the Africa Institute within the available financial resources.
- Build capacity for internal research and training coordinated by the Institute.
- Establish and maintain close linkages with specialized institutions in the African region promoting environmentally sound management of chemicals and hazardous wastes
- Expand the Africa Institute by recruiting more countries to ratify the Africa Institute Agreement.
- Compile information concerning the best experience of environmentally sound management of hazardous and other wastes, and on such other matters as the Council may determine, and distribute such information to the Members of the Africa Institute as may be requested by the Council.
- Receive official communication from the members of the Africa Institute
- Transmit official communication to members from the Institute as appropriate.
- Perform any other functions assigned by the Council

General

- Maintain network with other BCRCs especially those on the African continent
- Lead the Africa Institute into becoming a centre of excellence in the field of hazardous and chemicals management
- Lead the Africa Institute into a centre of excellence in project management

QUALIFICATION AND EXPERIENCE

All applicants must possess the following:

Essential:

- Have a minimum of a master's degree in Science or Environmental Management/Science. A PhD will be an added advantage.
- Experience in hazardous waste and environmental issues
- Experience with the multilateral agreements especially in chemicals and hazardous waste
- Excellent communication skills in both written and spoken English
- Excellent interpersonal skills and ability to interact with people at all levels in a multicultural and multi-disciplinary environment
- Organized, efficient and able to meet deadlines and manage events
- Proven experience with financial management
- Experience with donor funded projects
- Have a minimum of 10 years at senior management level

Desirable:

- International professional experience related to Basel, Stockholm, Rotterdam and Minamata conventions
- Negotiation skills at the international level

The successful candidate will also be required to have the following:

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



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performing and/or overseeing the planning, development, and management of operation, tact and public awareness skills; good judgment and decision-making.

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.

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.

Applications must be sent to:

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

Enquiries: Ms Neo Masha (+27-12 399 9862)

Closing date: 16th December, 2016.

