

IUCN

The World Conservation Union

The United Nations World Summit on Sustainable Development (WSSD) will be held in Johannesburg in September 2001. As part of its commitment to the WSSD, IUCN will second a Project Manager to the Gauteng Province Department of Agriculture, Conservation, Environment and Land Affairs (DACEL) to work with the Department of Environmental Affairs and Tourism (DEAT), the Johannesburg World Summit Company (JOWSCO), Greater Johannesburg Metropolitan Council (GJMC), and the United Nations Development Programme (UNDP) to ensure that the organization and management of the WSSD is planned and undertaken in such a way that it demonstrates best environmental practices, and makes a significant contribution to furthering sustainable development objectives and national benefits in South Africa.

Project Manager

Greening the World Summit on Sustainable Development

The Project Manager will be based at DACEL and will report to the responsible manager at DACEL. The contract is for a 12 month period and the position is available immediately. The package will be commensurate with experience.

Responsibilities will include:

Public Awareness and Education

- Establishing schools competition and exhibition;
- Preparing material to raise the public profile of environmental best practices;
- Preparing media packages and events to highlight various sustainable best practices initiatives;
- Scoping or calling for nominations from the public on possible demonstration projects to show-case at the Summit;
- Compiling guidelines on the processes of, and lessons learnt from, the greening of the WSSD for future use by the international community.

General

- Developing workplan and budget;
- Liaising with DEAT, JOWSCO, GJMC, relevant stakeholders and media;
- Compiling reports for DACEL, GEF, the steering committee, and the contract management agency;
- Recruiting consultants or technical experts and commissioning relevant studies and activities;
- Representing DACEL at relevant stakeholder meetings;
- Arranging logistics for DACEL workshop;
- Coordinating with DACEL

Requirements:

- A Master's Degree from a recognized university or equivalent experience or expertise in a field relevant to the project;
- Extensive experience in project management and conference organization;
- Extensive experience in the environment/sustainable development field;
- A strong knowledge of public awareness/education strategies;
- Highly motivated personality with strong management, coordinating, communication, and networking skills;
- Experience in dealing with international agencies, national governments, NGOs, and private sector;
- Innovative and capable of working under minimum supervision;
- Fluency in English;
- Computer literacy (Word and Excel).

Interested candidates meeting the requirements should send a covering letter and Curriculum Vitae to
WSSD Greening Project

IUCN South Africa P.O. Box 11536, Hatfield, Pretoria 0028

Fax: 012 362 6990 by **December 10, 2001**.