

MENA Programmes Head

Location: Any GBC member country in MENA (preferred)

Salary: TBC based on location and experience

Type of Position: Contractor, part time (3 days per week) minimum 1 year term (potential for renewal)

About the World Green Building Council

The [World Green Building Council](#) (WorldGBC) catalyses the uptake of sustainable buildings for everyone, everywhere. Transforming the building and construction sector across three strategic areas — climate action, health & wellbeing, and resources & circularity — we are an action network comprised of around 70 Green Building Councils (GBCs) around the globe.

As members of the UN Global Compact, we work with businesses, organisations and governments to drive the ambitions of the Paris Agreement and UN Global Goals for Sustainable Development (SDGs). Through a systems change approach, our network is leading the industry towards a net zero carbon, healthy, equitable and resilient built environment.

About the MENA Regional Network

The WorldGBC global strategy provides a common vision and direction for the membership and its five Regional Networks. Regional Networks create opportunities to increase the engagement of GBCs in collaborative projects that help localize the global strategy to challenges and opportunities that are most pertinent in the region.

The MENA Regional Network is composed of 8 member GBCs in the region and is driven by the MENA Regional Advisory Board, the Regional Chair and Vice Chair and the work of the MENA Outreach Committee, all of which are composed of GBCs from across the region.

GBCs in the region are keen to have an active platform for exchanging best practices in supporting one another's growth and impact. This is taking place through regional network meetings and now additionally through the global GBC University Programme. Other important opportunities include exchanging local solutions and leadership through the Middle East and Africa Green Building Congress, supporting sustainable reconstruction efforts, as well as exploring strategies to address water scarcity that many countries across the region face.

We are looking to recruit a MENA Programmes Head to join the WorldGBC Engagement and Networks Department and support the further growth of this region and its GBCs in a way that scales impact in alignment with our global strategy.

Key responsibilities will include:

- Member engagement and community building
- Management of high level events
- Programme and project management of multi stakeholder projects that create value and impact within our network
- Fundraising and Partner/Sponsor relationship management
- High level speaking opportunities to spotlight and increase profile of WorldGBC and the MENA Network

Specifically for 2021/2022 these include:

Middle East and Africa Green Building Congress

- Lead on the delivery of a successful congress by coordinating inputs from the MENA Congress Working Group (that includes members of the MENA Advisory Board, Outreach Committee, and other GBC champions in the region) in alignment with WorldGBC global projects
- Oversee the congress work plan to ensure timely and organized delivery of actions
- Develop promotional materials to attract sponsors and participants
- In coordination with the WorldGBC fundraising team, approach companies with sponsorship opportunities
- Coordinate volunteers from the MENA Congress Committee to support across all actions to deliver a successful event
- Work with WorldGBC Marketing and Communications department to ensure the event is well represented in the global events schedule and featured across WorldGBC communications channels
- Coordinate speakers including preparing speaker briefs and ensuring they have what is needed to deliver a high-quality speaking engagement during the event

Sustainable Reconstruction Project

- Coordinate the Sustainable Reconstruction GBC Working Group to enable GBCs driving action on sustainable reconstruction on the ground
- Deliver on the agreed Terms of Reference for the next phase of the Sustainable Reconstruction project in coordination with UN Habitat and EBRD
- In coordination with the Director of Engagement & Networks and the Global Projects teams, drive efforts to strengthen alignment within the draft Sustainable Reconstruction Guidelines and existing WorldGBC project principles and frameworks
- Manage any future grant funding that supports this work including writing grant applications, leading roll out of agreed grant deliverables, budget management and reporting

Regional Partnerships & Fundraising

- Help build relationships with any entities that are best placed to elevate the areas of work outlined in the MENA 2021-2022 Annual Plan, as directed by the Regional Chair, Vice Chair and the MENA Regional Advisory Board
- Work with the Director of Engagement & Networks to attract funding opportunities to the region, at minimum to cover contractual costs but with the goal of securing future grant opportunities that help build the capacities of the GBCs in the region

GBC Engagement and Community Building

- Lead coordination of the MENA Outreach Committee in a way that engages GBCs in global and regional priority areas and puts them in the driver's seat in delivering impact and action
- Provide updates at the weekly WorldGBC team meetings to help support alignment with global activities and give insights into GBC and work taking place in the region
- Support Regional Chair and Vice Chair in coordinating any working groups respective to the areas outlined in this job description, in the MENA Opportunities Brief, or that may emerge in the future
- Encourage GBC participation in WorldGBC's annual World Green Building Week campaign by ensuring that GBCs are leveraging the marketing materials, that their local events are reflected within the global campaign, and that they are sharing examples of sustainable buildings supporting resilience locally

Resources & Circularity – Water

- Work with the Director of Strategy and Development to identify how future work under a global Resources & Circularity project could support the regional need for solutions and leadership on addressing water as a limited resource.

Experience and skills

The ideal candidate has...

- 5+ years working in the sustainable buildings sector and within the GBC network
- Experience in delivering high profile events
- Experience in attracting and managing high profile relationships
- Ability to mobilize volunteers and past champions to support growing opportunities in the region
- Strong project management skills
- Experience of working and thriving within a small, motivated and virtual team, staying connected across all levels and opportunities
- Specific experience in international work, ideally with a proven record for engaging with a geographically and culturally diverse network of stakeholders and key multilaterals in the region (eg. EBRD, UN Habitat, IFC, GIZ, WorldBank etc)
- Excellent verbal and written communication skills in English and Arabic
- Enthusiasm to learn, generate ideas and be dedicated to the advancement of a regional network of GBCs within a global mission set by the WorldGBC strategy
- Highly organised, with excellent attention to detail and accuracy

To apply, please send a CV and covering letter to office@worldgbc.org by 8 November 2021

WorldGBC thanks all applicants but we will only be able to respond to short-listed candidates.