

Advancing Net Zero Africa Programme Officer (part-time)

Location: must be based in Africa - preferably a member GBC country or a country where strategic partner offices are located (e.g. African Union or UNEP)

Salary: USD 1,200 monthly (3 days a week)

Type of Position: Part-time

About the World Green Building Council

The World Green Building Council (WorldGBC) is the largest and most influential local-regional-global action network, leading the transformation to sustainable and decarbonised built environments for everyone, everywhere.

Together, with 75+ Green Building Councils and industry partners from all around the world, we are driving systemic changes to:

- Address whole life carbon emissions of existing and new buildings
- Enable resilient, healthy, equitable and inclusive places
- Secure regenerative, resource efficient and waste-free infrastructure

We work with businesses, organisations and governments to deliver on the ambitions of the Paris Agreement and UN Global Goals for Sustainable Development (SDGs).

Find out more: www.worldgbc.org

About the Programme – Climate Action

The [Advancing Net Zero \(ANZ\) programme](#) is a global initiative which drives climate action globally and supports GBCs and their member companies to increase uptake of net zero carbon buildings.

More than 30 GBCs across the network have formally committed to advancing net zero buildings through their core activities: corporate and government advocacy, training & education, and/or certification, where appropriate. The project is also working to promote Business and Government action towards zero emission buildings at scale through sub-national and national initiatives and establishing regional projects to identify solutions to specific challenges in accelerating uptake.

The WorldGBC Advancing Net Zero (ANZ) Africa Programme Officer will work as part of the Engagement & Networks team and the Advancing Net Zero team to support the promotion, recruitment and implementation of industry initiatives to drive uptake of net zero carbon buildings. The ANZ Africa Programme Officer must be enthusiastic, willing to learn, and be excited to be part of a passionate and fast-moving team dedicated to improving sustainability in the built environment.

Key responsibilities will include:

African Alliance for Sustainable Built Environments

- Oversee project management of the [African Alliance](#) including coordination with Micro, Small & Medium Enterprises (MSMEs), partners and oversight of content and platform development.
- Coordinate with WorldGBC communications team to promote the African Alliance.
- Coordinate with GBCs to engage any SME networks they may have through their memberships.

Net Zero Collaborators and the WorldGBC Net Zero Carbon Buildings Commitment

- Engage with GBCs and other partners to identify potential sign-up organisations and cities, including delivering introductory sessions in [the Commitment](#), with a specific focus on GBCs and their members in Africa;
- Support and maintain the collateral related to the Commitment, including local signatory case studies;
- Support engagement with prospective and existing Net Zero Collaborators for the Africa Regional Network with a focus on multinational companies with a net zero commitment and regional footprint in Africa;
- Identify barriers to entry for the commitment and lead the development of steppingstone resources and engagement opportunities;
- Assist with communication activities including coordinating webinars, social media, region-specific case studies, region-specific marketing and communications collateral in collaboration with the Advancing Net Zero Marketing & Communications Officer.

Experience and Skills

The ideal candidate has...

- 3+ years of project management experience with specific expertise in either the building/property/real estate sector and/or working on sustainability/climate change
- Highly organised, with excellent attention to detail and accuracy
- Some project management experience with an interest to grow in this space
- Specific experience or interest in international work, ideally with a proven record for engaging with a geographically and culturally diverse network of stakeholders
- Experience of working and thriving within a small, motivated and virtual team
- Enthusiasm to learn, generate ideas and be dedicated to the advancement of a singular project mission within a global membership organisation
- Excellent verbal and written communication skills in English is required and proficiency in another main African language (i.e. Arabic, French) would be advantageous, including confident delivery as a public speaker and workshop facilitator
- Interest or experience in marketing and/or communication activities
- Experience with using design and editing software such as Adobe InDesign and Illustrator

The ideal candidate is:

- *A creative, enthusiastic mind* – innovative approaches and engagement techniques

- *A relationship builder* – will listen to the needs of stakeholders and work collaboratively
- *Able to develop and implement a workplan* – be meticulous in managing deadlines and deliverables, working with colleagues to ensure on-time delivery
- *Adaptable and dynamic* – able to be flexible in picking up tasks and learn new skills across different disciplines and topics

To apply, please send a CV and covering letter to careers@worldgbc.org by 6 February 2023

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