



POSITION PROFILE:

February 2017

Job Title

GBCSA Program Support Contractor
reports to Education Manager, Donne Atkinson

Position Purpose and Profile

The Green Building Council of South Africa (GBCSA) is looking for a Contractor to assist the Education Manager in updating of the current Education offering, with particular reference to copy and graphic of course material, brand alignment and relevance. There will also be an element of administration support.

The position will be based at the GBCSA office in Cape Town for a period of 12 months.

BACKGROUND ON THE GBCSA

The main functions of the GBCSA are to:

1. Promote and raise awareness of green building,
2. Make knowledge and resources available to assist those who want to implement green building strategies,
3. Provide green building education, and
4. Establish and manage green building rating tools for South Africa

The GBCSA derives its revenue from green building assessments, membership fees, training courses, events and sponsorships.

Currently the GBCSA consists of a team of about 25 people, and it is anticipated that this team will grow fairly quickly as the GBCSA gathers momentum. However, a great deal of GBCSA work is carried out by volunteer committees/working groups or paid consultants, where necessary. The GBCSA team manages and coordinates these committees/working groups and consultants, and as a result there is a strong Project Management component to much of the work of the GBCSA. This allows the GBCSA to remain a relatively small organisation with a broad reach and high impact on the South African built environment and property sector.

This contract position requires a dynamic and professional individual to work with GBCSA staff, Accredited Professionals and Members to support the on-going operations of the GBCSA's education offering, which is having a significant impact on the SA property industry.

This is an opportunity to join a team at the forefront of global property trends and in the battle against climate change.

Principal Duties and Responsibilities

The responsibilities will incorporate but are not limited to the following:

- Refine and refresh the current customer journey related to Education
- Review online course material to ensure it is factual, aesthetic and professional
- Align Corporate Identity in all course material
- Update copy and graphic of course material
- Develop modules out of current course material
- Reviewed current Education IT infrastructure and refile
- Provide support on Annual Convention programme
- Update SETA accreditation policies
- Ensure CPD validations are in place

Knowledge, Skills and Abilities Required

- Knowledge of and passion for the sustainability agenda.
- Strong organizational skills and attention to detail.
- Solid communication and interpersonal skills.
- Ability to work as a reliable participant of a team.
- Ability to independently manage workload and deadlines.
- Proficient in all Microsoft Excel & Word.

Minimum Job Qualifications and Salary

- BA Communications Graduate/HR Graduate
- Education/training background
- The salary for this position is R11 000 per month

To apply, please send a cover letter and CV to Jaci Harrison at jaci.harrison@gbcsa.org.za by 24 February 2017, with the subject title 'GBCSA Programme Contractor'. The GBCSA intends to fill the post as soon as possible.