

VACANCY NOTICE

PROGRAMME SPECIALIST: AFRICAN WORLD HERITAGE FUND MIDRAND SOUTH AFRICA

AGENCIES UNIT

The successful applicant will be based in Midrand South Africa. He/She will report to the Director: *African World Heritage Fund* and will be responsible for, amongst others, the following:

KEY ROLE:

The role of the Programme Specialist is to lead and manage the design, develop and implementation of the programmes and activities of the African World Heritage Fund.

KEY RESPONSIBILITIES:

- (A) The PS will manage the approved AWHF programmes.
- (B) Co-ordinate the implementation of the programmes and activities of the African World heritage Fund.
- (C) Assist in the development of projects proposal from State Parties.
- (D) Monitoring and follow-up the Funds project
- (E) Assist in the Fund raising efforts of the Fund

REQUIRED TECHNICAL COMPETENCIES:

Qualifications

- Relevant Post Graduate Qualification or relevant qualification in Project Management with specialization in nature/ environment and / or culture with 3 years Project Management experience, or 3 years of managerial work experience and has successfully managed projects on Heritage developments, knowledge of French would be an advantage.

Expertise

- Understands the strategic business processes and dynamics.
- Able to lead the design, implementation and management of specific projects, using standard project management methodology.
- Must have strong leadership skills in order to manage, co-ordinate and lead projects.
- Able to effectively apply deliberate influential strategies or tactics in order to communicate a message, which will lead to achievement of the project objectives through the expression of, clearly expressed ideas, thoughts and concepts in writing and/or using formal presentations.
- Able to make effective presentations in order to influence all the relevant stakeholders (senior and junior levels).
- Able to negotiate over issues affecting the optimal performance, co-ordination and implementation of the projects/programmes.
- Able to build relationships behind the scenes to support the various initiatives internally and externally.

- Strong knowledge of integrated development planning and the legislative requirements regarding Heritage Management.

IMPORTANT PERSONAL ATTRIBUTES REQUIRED (ORGANIZATIONAL CULTURE FIT)

- Analytical skills
- Independent and logical thinker
- Communication, presentation and strong interpersonal skills
- Strong integrative skills
- Customer focus: Dedicated to meeting the expectations and requirements of clients. Obtains the necessary information from clients and utilises the information for the delivery of service to the client. Establishes and maintains effective relationships and gains the trust and respect of clients.
- Persistence and perseverance: Ability to work well under pressure without compromising work quality or standards. The ability to move past obstacles to achieve end results in an efficient and professional manner.
- Results driven: Demonstrates high levels of commitment and dedication to achieving goals and objectives in a pressured work environment.
- Action orientated and sense of urgency: Act without prompting, readiness to be energetic and inventive and contribute to innovative outcomes.
- Collaborative, and team player: Working effectively with team/work group or those outside formal line of authority to accomplish organisational goals; taking actions that respect the needs and contributions of others; contributing to and accepting the consensus; subordinating own objectives to the objectives of the organisation or team.
- Emotional Maturity: Maintaining effectiveness in varying environments and with different tasks, responsibilities, and people.

*Any person interested in the above position may send a CV and a letter of application to **Mr Lindelani Hlongwane** email address: recruitment3@dbsa.org) **no later than 12:00, on 30 June 2008** . **Please note that any deviation from the above procedure may result in an application being not considered.***

**LINDELANI HLONGWANE
HUMAN CAPITAL - AGENCIES UNIT**

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