



## Program Consultant - GRI Africa

**Start Date:** 1 February 2022, 38 hrs p/w.

**Location:** Johannesburg, South Africa

**Contract:** 12 months *with possibility to extend subject to funding*

---

### **Position summary and purpose**

The post holder will support the implementation of donor funded programs in sub-Saharan Africa. Key activities include establishing and maintaining relationships with partners, supporting the development of regional networks, planning and monitoring, organizing and delivering training workshops and other events, and program related research and communications. The post holder will also be expected to track and engage with sustainable development and sustainability reporting initiatives in the region. They will support administrative functions in addition to any other duties as delegated.

Though duty station is Johannesburg, South Africa, the position may require the holder to travel within and outside South Africa.

### **Tasks**

Generally taking care of all aspects regarding the smooth and reliable operation of the GRI Africa Regional Hub office and program implementation in a coordinated and proactive manner. Tasks and responsibilities include, but are not limited to:

- Planning, implementation, monitoring and reporting on donor funded programs in sub-Saharan Africa, ensuring that the program is implemented within scope, on time, budget, and quality
- Coordinate, organize and conduct program events including policy advocacy, networking, training and capacity building events
- Maintaining liaison with program partners, and supporting external relationships to the highest standard through a hospitable and service-oriented approach
- Research and content development to support program implementation/delivery
- Drafting communication materials and ensuring program visibility through timely and compelling communications
- Develop documents and briefings for meetings with key partners, and donor reporting
- Support other activities relevant to the program and GRI Africa regional hub

### **Key competencies / Requirements**

- Bachelor's degree at a minimum, from a reputable University
- Ability to develop and maintain relationships at different levels within different stakeholder groups
- Excellent interpersonal skills
- Ability to communicate in a professional manner and excellent presentation skills
- Excellent time management and organizational skills, with the ability to work under periods of significant pressure whilst maintaining attention to detail
- Ability to work in a self-supporting setting; capable of working independently to systematically implement tasks and adjusts methods as needed to achieve objectives
- Proven track record of related work experience (research on sustainable development; network relations; communications and marketing; training and capacity building; advocacy)
- Experience in development aid projects and donor relations desirable
- Knowledge of global sustainable development accountability frameworks and standards is desirable
- Able to work in an international and multi-cultural setting
- Affinity with the mission and vision of GRI and knowledge of the GRI Standards would be an advantage



## About GRI

GRI (Global Reporting Initiative) is the independent, international organization that helps organizations be transparent and take responsibility for their impacts so that together we can create a sustainable future. We do this through the creation of the global common language for organizations to report their sustainability impacts. This enables informed dialogue and decision making around those impacts.

GRI is the global standard setter for impact reporting, which through an independent, multi-stakeholder process, maintains the world's most comprehensive set of sustainability reporting standards. Available as a free public good in 12 languages, the GRI Standards are, globally, the most widely used for sustainability reporting.

GRI plays a unique role in the global drive to create a sustainable future for all. Sustainability reporting enables transparency and helps markets function more efficiently, supporting better decisions that create sustainable benefits for everyone.

GRI works with businesses, investors, policymakers, civil society, labor organizations and other experts to develop the GRI Standards and promote their use by organizations around the world. The resulting standards help governments hold organizations accountable for their impacts and initiate dialogue to drive corporate contribution to national and international sustainable development efforts.

Today some 10,000 organizations, including 75% of the largest 250 companies in the world, disclose sustainability information through the GRI Standards – something unimaginable only 15 years ago. In addition, our standards are referenced explicitly in 160 policies of governments, regulators, and stock exchanges in 60 countries.

Headquartered in Amsterdam, the Netherlands, we have a network of seven regional hubs ensuring we can support organizations and stakeholders worldwide.

## How to apply

Interested candidates, already eligible to live and work in **South Africa**, are invited to submit their resume and letter of interest in English to [recruitment@globalreporting.org](mailto:recruitment@globalreporting.org). The deadline to submit an application is **12.00 noon (CET), Wednesday 05 January 2022**.

GRI appreciates all expressions of interest, however only short-listed applicants will be contacted.

