

Job Title	Head of Sector Development & Transformation
	Based in Cape Town

About the GBCSA	<p>The Green Building Council South Africa (GBCSA) is looking for a senior manager and thought leader to oversee the advancing of the green building movement by ensuring that the organisation's products and services are relevant, transformative and efficiently executed.</p> <p>Green building (energy-efficient, resource-efficient and environmentally responsible building from concept, design, construction, operations through to demolition)) is a rapidly growing global trend and Green Building Councils worldwide are at the forefront of promoting this. The GBC is a member of the World Green Building Council, made up of over 100 GBCs across the world.</p> <p>The GBCSA is an independent, membership-based, non-profit organisation supported by SAPOA and some of the biggest players in the commercial property industry, Public Sector Agencies and Departments across the 3 layers of Government; A high level Board, dynamic management team and close collaboration with the World GBC are enabling the GBCSA to fast track the growth of the Green Building Movement in South Africa. The GBCSA is a membership-based organization which derives its revenue from membership fees, sponsorships, events, conventions, training courses, and green building assessments.</p> <p>The mission of the GBCSA is to promote, facilitate and encourage green building in the South African property and construction industry through market-based solutions, by:</p> <ul style="list-style-type: none"> • Promoting the practice of green building in the commercial property industry, • Enabling the objective measurement of green building practices by developing and operating a green building rating system, • Improving the knowledge and skills base of green building in the industry by enabling • and offering training and education, and • Facilitating the implementation of green building practice by acting as a resource centre. <p>The GBCSA aspires to Transform a Built Environment in which People and Planet thrive.</p>
Job Purpose	To facilitate the driving of scale in the training, certification, research and knowledge management of green buildings
Duties	<p>Certifications & Rating Tool Development</p> <ul style="list-style-type: none"> • Develop and manage all GBCSA rating tools and certification processes that aim to transform the built environment (people & planet) in South Africa and the broader African continent; • Manage and operate the various certifications processes for all rating tools that the GBCSA certifies for, including managing and training all independent assessors and the technical advisory groups and internal staff/managers for these rating tools;

	<ul style="list-style-type: none"> • Provide customer focused technical support to all stakeholders engaging with the GBCSA on rating tool and certification related matters; • Develop and maintain relationships with relevant partner organization to allow GBCSA to certify using their tools in South Africa and the broader African continent. • Engage in advocacy related opportunities with key stakeholders where the rating tools and certification processes can be leveraged to influence and transform the industry, in the public and private sector • Manage 1-2 technical managers responsible to manage various rating tools and certification processes <p>Training & Sector (Capacity) Development</p> <ul style="list-style-type: none"> • Direct the development and maintenance of training products and faculty for all GBCSA offerings; • Develop and execute a training program for the green building sector; • Work closely with other African GBCs to enable them to develop local capacity whilst projects from their country are being certified by the GBCSA; • Foster collaborator relationships to effectively advance training and sector capacity development. • Manage the training manager that oversees the training & sector capacity development programs of the GBCSA <p>Research and Knowledge Management</p> <ul style="list-style-type: none"> • Develop and execute a sector research program; • Seek and manage collaborator relationship for green building knowledge generation; • Regularly review and research local and international rating tool trends to ensure • GBCSA's rating tools and certification processes are aligned with global best practice; • Oversee and undertake technical work on any other GBCSA work that requires technical input, and provide technical support to internal staff on technical matters; • Develop and manage a green building knowledge management system & ensure knowledge dissemination, including through special projects • Develop, manage and integrate GBCSA information and knowledge management systems (website, hub etc.) • Develop the GBCSA Convention program under the guidance of the Convention Program Committee • Manage the team member/s that oversee the research and knowledge management work of the GBCSA
Performance Indicators	<ul style="list-style-type: none"> • Number of green building certifications issued • Number of training courses held • Development and implementation of the EWP online portfolio management system • Up-to-date and relevant course material • Conceptualisation and development of new tools and/or upgrading of existing tools • Quality and number of sector research outputs • GBCSA Knowledge Management system
Job Requirement	<ul style="list-style-type: none"> • 3 year formal tertiary qualification in a property related field – eg: architecture, engineering, or similar AND/OR

	<ul style="list-style-type: none"> • 3 year formal tertiary qualification in environmental science, sustainable development or similar – related to the built environment • Minimum of 5 years, experience in a relevant sector of the property industry or sustainable development, experience of using GBCSA’s rating tools on successful certification projects will be an added advantage. • Strategic, creative, technical thinker who is responsive to current and future industry needs • At least 3 years of Management experience • Computer literate with strong proficiency in Microsoft Word, Excel and PowerPoint • Fast and independent with strong organisational skills • Enthusiastic, self-motivated, results-oriented and able to work under pressure • Highly professional demeanor and attitude • Dynamic and adaptable to change with a passion for the green agenda
Salary Scale	This position has been pegged at a Paterson D2 Grade. (All Inclusive package)
Notes	<p>This is an employment equity position and open to applications from designated groups as defined in the Employment Equity Act 55 of 1998.</p> <p>The successful candidate will have to sign an annual performance agreement and might be required to undergo a security clearance.</p> <p>Identity Document, valid driver’s license (where driving/travelling is an inherent requirement of the job), proof of citizenship if not RSA citizen, and a one page application/motivation letter with a comprehensive CV specifying all experience indicating the respective dates (MM/YY) as well as indicating three reference persons with the following information: name and contact number(s), email address and an indication of the capacity in which the reference is known to the candidate.</p> <p>All copies must be certified in the past 12 months. Failure to submit the above information will result in the application not being considered.</p> <p>It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA).</p> <p>Reference checks will be done during the selection process. Note that correspondence will only be conducted with the short-listed candidates.</p> <p>If you have not been contacted within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful.</p> <p>Shortlisted candidates must be available for interviews at a date and time determined by GBCSA. Applicants must note that pre-employment checks will be conducted once they are short-listed and the appointment is also subject to positive outcomes on these checks, which include security clearance, qualification verification, and criminal records. Shortlisted candidates will be required to complete a competency evaluation as part of the selection process.</p> <p>Applications (Attachments listed above) must be submitted via E-mail to jaci.harrison@gbcsa.org.za / careers@gbcsa.org.za by 12 April 2019.</p>