



13th March 2017

VACANCY at WESSA
Senior Training Officer – Work Skills Unit
2 Positions – 1 Durban-based, 1 Bryanston-based

WESSA, the leading Environmental NGO in South Africa is currently recruiting for 2 exciting permanent positions within the Works Skills Unit at WESSA. These positions fall within the WESSA Education and Training division, and will be based at the WESSA Durban and Bryanston offices. The individuals must possess the leadership skills and energy to be able to provide strong training and administrative support to the Work Skills Business Unit Leader, and assume accountability and management of the Business Unit in the absence of the Unit Leader.

Key Performance Areas include:

- Actively support the Unit leader in all aspects of training, training scheduling and logistical arrangements as well as training materials development for the unit
- Manage unit staff in the absence of the Unit Leader
- Support the Unit Leader to ensure that the business plan is successfully implemented in line with the strategies for the financial year
- Be able to manage budgets in line with external funder requirements as well as internal planning requirements
- Actively identify and pursue new business opportunities in line with the unit's strategies
- Understand and support the finance department systems, procedures and controls

Minimum qualification required for this position:

- A 3 year diploma or degree in a relevant study area
- Qualified Teacher with relevant teaching experience
- SETA registered Assessor / moderator qualification(s)

Minimum experience required for this position:

- At least 5 years' experience in education and or training sector with a focus on capacity building and training for the Environmental sector (preferably with background in Environmental sciences, Forestry, Conservation or Agriculture).
- People and or programme management experience
- Exceptional IT skills (office suite and desk top research)

Technical Skills Required:

- Management and leadership skills
- Ability to build and maintain professional relationships
- Good communication skills
- Ability to interact confidently with external stakeholders
- Ability to be proactive in seeking new opportunities for the business unit
- Valid driver's licence essential (with sound driving skills)

Other attributes that would be considered advantageous:

- Fluency in English, with 2 or more languages
- Creative, innovative and entrepreneurial
- Strong commitment to building the capacity of WESSA

Things are changing, but for the moment it has been left to a relatively small number of committed individuals in South Africa to address environmental issues and sustainability challenges through human capacity development. Join us in our work as a growing number of people who are able to recognise the significant role education and training can play in securing a healthy future for the Earth

WESSA is committed to equality, employment equity, and diversity. In accordance with the employment equity plan of WESSA and its employment equity goals and targets, preference may be given, but is not limited, to candidates from under-represented designated groups. WESSA reserves the right not to make an appointment to the posts as advertised. Candidates with disabilities are encouraged to apply for positions.

This position reports to the Work Skills Business Unit Leader: Jean Rodel

Salary to be discussed

Please forward your application to:

Sarah Alcock, Human Resources: sarah@wessa.co.za

Closing date for applications: 4pm, Friday 24th March 2017