



VACANCIES AT WESSA

4 Project Co-ordinators WESSA Youth Environmental Services (YES) Programme Northern Cape (x2) and Free State (x2) 2 Year Contract

We are currently interviewing for 4 Project Co-ordinators for an exciting programme in partnership with the Department of Environmental Affairs. If you are seeking your next step in your environmental career and you're looking to grow in an exciting and growing sector, this could be for you! The positions will be based in the Northern Cape and Free State and are focused on the implementation of the Youth Environmental Services Programme.

KEY PERFORMANCE AREAS INCLUDE:

- Support the Business Unit Leader and Programme Manager to ensure quality control and compliance throughout the project.
- Coordinate all programme logistics for operations and training.
- Support the core facilitator in delivering WESSA training to the participants.
- Co-ordination of project reporting and administrative requirements as per funder and WESSA needs.
- Provide a support and mentoring role to the youth employed in the programme while ensuring excellent partner relationships with host organisations are maintained.

MINIMUM QUALIFICATION AND EXPERIENCE REQUIRED FOR THIS POSITION:

- 3 year tertiary qualification in environmental science
- Previous work experience in capacity building and skills training
- Strong facilitation and organisational skills
- Ability to build and maintain professional relationships
- Good verbal and written communication skills
- Key personal skills: initiative, self-motivation and self-management [
- Ability to interact confidently with external stakeholders
- Excellent Microsoft Office Skills
- Fluency in English and Afrikaans
- Valid driver's license essential and competent driving skills
- Be prepared to travel extensively throughout the region due to the training and mentoring aspect of the project

This position reports to the **Project Manager: YES Programme**

SALARY:

To be discussed.

NOTE:

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.

PLEASE FORWARD YOUR APPLICATION TO:

Sarah Alcock, Human Resources Manager, via email to sarah@wessa.co.za

CLOSING DATE OF APPLICATIONS:

4pm on Friday 14th July 2017