



13 July 2017

## VACANCY AT WESSA

### PROJECT COORDINATOR - SCHOOLS PROGRAMME

#### East London based

WESSA, the leading Environmental NGO in South Africa is currently recruiting for an opportunity within the Schools Programme at WESSA. The role of this position is to coordinate the implementation of education projects operating in the Eastern Cape region, especially the EEESAY (Environmental Economic Empowerment of SA Youth). The focus of the WESSA Schools Programme is to reach people at grass roots level by focusing specifically on environmental learning and support at schools which contribute to transformation (teaching and learning) and community development.

#### KEY PERFORMANCE AREAS INCLUDE:

- Effective Project Coordination within allocated projects in the Eastern Cape, specifically the EEESAY project in the Amathole and Chris Hani district municipalities.
- Support staff within particular projects and use initiative with resource development.
- Assist Project Manager to maintain partner organisation relationships and seek new funding opportunities.
- Improved Schools programme marketing within region
- Provide mentoring support to schools and communities within the requirements of WESSA's education programmes and strategies.
- Develop and facilitate teacher capacity building workshops focusing on EE and the development of teacher and learner support materials.
- Nurture and expand on existing and potential partnerships within the context of the programme.
- Assist Line Manager with other EE related activities.
- Maintain accurate financial and budgetary controls as related to the programme.
- Execute any further deliverables required from the specific projects.

#### MINIMUM QUALIFICATION AND EXPERIENCE REQUIRED FOR THIS POSITION:

- Bachelor's degree in Environmental Management/Sciences/Teaching/Business or Economics or related qualification with experience in Environmental Education
- Excellent verbal and written communication skills in English and at least 1 other South African language
- At least 2 years of experience in project management/coordination in Environmental Education
- High level of communication skills
- A pleasant demeanour, pro-active and ability to work independently
- Ability to motivate and support staff

- Professionalism, with good organisational and people skills
- Confidence, high energy levels and enthusiasm
- High level of computer competence
- Strong knowledge of conservation, environment and education
- Excellent time management and project co-ordinating skills
- Sound budget management and resource allocation skills
- Valid driver's licence and sound driving competency (applicant must be prepared to take a driving assessment should it be deemed necessary).

**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](mailto:sarah@wessa.co.za)

**CLOSING DATE OF APPLICATIONS:**

4pm on Wednesday 26<sup>th</sup> July 2017