



VACANCY AT WESSA

Project Coordinator Tourism Green Coast Project 2 Year Contract – Eastern Cape

We are currently interviewing for a Project Coordinator for an exciting EPWP project funded by the National Department of Tourism (NDT). Tourism Green Coast will employ, host and train 100 unemployed youth along the Wild Coast over a period of 2 years. The project will support the development of Green Coast beaches in the area by providing Beach Stewards to undertake environmental and tourism monitoring; provide logistic support to their hosting tourism operator; while assisting them with becoming more sustainable; and provide community support through local schools.

The position will be based in East London or Port St Johns. If you are seeking a challenging next step in your environmental career and you're looking to grow in an exciting sector, this could be for you!

KEY PERFORMANCE AREAS INCLUDE:

- Support the Project Manager to ensure quality control and compliance throughout the project.
- Coordinate administrative requirements as per NDT and WESSA needs.
- Coordinate programme logistics for operations and training interventions.
- Support the Work Skills training team to deliver WESSA training to the participants.
- 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 project management, preferably in the environmental/training field.
- 5 years' work experience in capacity building, skills training and project management
- Strong management and organisational skills
- Ability to build and maintain professional relationships
- Good verbal and written communication skills, with strong presentation skills
- Key personal skills: initiative, self-motivation and self-management as well as the ability to inspire the same in others
- Ability to interact confidently with external stakeholders
- Excellent Microsoft Office Skills
- Fluency in English and preferably also isiXhosa
- Valid driver's license essential with demonstrated competent driving skills

- Be prepared to travel extensively throughout the Wild Coast and Eastern Cape region

This position reports to the **Project Manager: Tourism Green Coast Project**

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 15th September 2017