



VACANCY AT WESSA

Project Manager Schools Programme Durban, KwaZulu-Natal

WESSA, the leading Environmental NGO in South Africa is currently recruiting for an opportunity within the Schools Programme. The role of this position is to directly manage the implementation of education projects operating in KwaZulu-Natal. The position will be based at the WESSA Durban Office. 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 and which contribute to community development. If you are seeking the next step in your environmental career and you're looking to grow in an exciting and growing sector, this could be for you!

KEY PERFORMANCE AREAS INCLUDE:

- Implement and manage the Schools Programme projects in KwaZulu-Natal in line with funder requirements, contractual obligations, and within budget
- Provide a strong mentoring and support role with project coordinators with effective project management within the region
- Profile project work in such a way that it raises both the project's and WESSA's profiles
- Ensuring sound financial management, new funding and income generation in the region

MINIMUM QUALIFICATION AND EXPERIENCE REQUIRED FOR THIS POSITION:

- 3 year tertiary qualification in environmental science, a qualification in Education would be an advantage
- 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 isiZulu
- Valid driver's license essential and competent driving skills
- Perform risk management to minimize project risks
- Create and maintain comprehensive project documentation
- Valid driver's licence and own car is essential
- Be prepared to travel extensively throughout the KwaZulu-Natal region due to the training and mentoring aspect of the project

This position reports to the **Programme Manager: Eco-Schools**

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