



## VACANCY AT WESSA

### Operations Manager uMngeni Valley Nature Reserve - Howick, KwaZulu-Natal

We are currently interviewing for the position of Operations Manager. We are seeking an outstanding individual to support the Centre Manager to take the unit to new heights, and to be *the* centre of choice for schools visiting KZN providing a quality outdoor education experience.

#### KEY PERFORMANCE AREAS INCLUDE:

- Managing the catering and cleaning operations related to an education centre catering for up to 400 students
- Management and control of all logistics relating to hosting school groups including the fleet of vehicles
- Overall management and control of the maintenance and reserve programme which supports efficient operations
- Leading and managing the staff responsible for general maintenance and upkeep of the facilities including management of the 900-ha reserve, catering and cleaning
- Although not a primary focus, the role will include marketing, sales and PR

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

- An Undergraduate degree/diploma in Tourism or Travel Management, or Conservation
- Previous supervisory experience in an administrative position, managing complex operations with multiple departments and large budgets
- Experience implementing policy regulations and operational procedures that promote organizational efficiency and internal controls
- Neat, well presented, and in good health
- High work ethic
- Excellent computer skills
- First Aid skills
- Excellent time-keeping skills
- Valid driver's license with a PDP
- Extensive people management skills
- Confidence, high energy levels and enthusiasm
- Excellent communication and presentation skills (written and oral)
- Flexible, accommodating and even-tempered

This position reports to the **Centre Manager: uMngeni Valley**

**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 Friday 13<sup>th</sup> October 2017