



## VACANCY AT WESSA

### **Eco-Schools Project Manager – Gauteng region Schools and Youth Programme Bryanston-based**

WESSA, one of South Africa's leading Environmental NGO's is currently recruiting for an exciting management opportunity within the Eco-Schools Pillar of the WESSA Schools and Youth Programme. The position will be based at the WESSA Bryanston Office. The focus of the WESSA Schools and Youth Programme is to reach people at grass roots level by focusing on environmental learning and support at schools 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 in Gauteng and the Northern areas 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 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 or similar. A qualification in Education would be an advantage
- Willing to travel to support certain funded projects
- 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 of initiative, self-motivation and self-management
- Ability to interact confidently with external stakeholders
- Excellent Microsoft Office Skills
- Fluency in English and at least one other South African language
- Perform risk management to minimize project risks
- Be prepared to travel extensively throughout the Gauteng and certain Northern areas regions due to the training and mentoring aspect of the project
- Valid driver's license and own car is essential

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 [applications@wessa.co.za](mailto:applications@wessa.co.za)

Please state: 'Project Manager – Eco-Schools' in the subject line

**CLOSING DATE OF APPLICATIONS:**

4pm on 28<sup>th</sup> February 2018