



7<sup>th</sup> March 2016

## **VACANCY at WESSA**

### **Assistant Manager: WES Business Unit** **Durban-based**

WESSA, the leading Environmental NGO in South Africa is currently recruiting for an exciting opportunity within the Core Funding Unit (CFU) at WESSA. The position falls within the WESSA Ecosystem Services (WES) Business Unit, and will be based in the WESSA Durban office. This person must possess the leadership skills and energy to be able to provide strong managerial and administrative support to the WES Business Unit Leader, and assume accountability and management of the WES Business Unit in the absence of the Unit Leader.

#### **Key Performance Areas include:**

- Actively support the Unit leader in all aspects of managing the WES unit
- Manage WES staff in the absence of the Unit leader
- Take steps to ensure that the business plan is successfully implemented in line with the strategies for the financial year
- Be able to steer subordinates to achieve targets in line with budgeted profits
- Be able to manage budgets in line with external funder requirements as well as internal planning requirements
- Actively identify and pursue new business opportunities in line with the unit's strategies
- Understand and support the finance department systems, procedures and controls

#### **Minimum qualification required for this position:**

- Relevant tertiary qualification

#### **Minimum experience required for this position:**

- At least 3 years' experience in the Environmental/NGO sector with a focus on business development and people management.

#### **Technical Skills Required:**

- Management and leadership skills
- Ability to build and maintain professional relationships
- Good communication skills
- Ability to interact confidently with external stakeholders
- Ability to be proactive in seeking new opportunities for the business unit
- Valid drivers licence essential

**Other attributes that would be considered advantageous:**

- Creative, innovative and entrepreneurial
- Strong commitment to promoting public participation in caring for the earth and to working in an NGO environment
- Strong commitment to building the capacity of WESSA

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.

This position reports to the WES Business Unit Leader: Jean Rodel

Salary to be discussed

Please forward your application to:

Sarah Alcock, Human Resources: [sarah@wessa.co.za](mailto:sarah@wessa.co.za)

Closing date for applications: 18<sup>th</sup> March 2016