



7<sup>th</sup> March 2016

## **VACANCY at WESSA**

### **Training Officer: WES Business Unit** **1 year Fixed Term Contract - Durban-based**

WESSA, the leading Environmental NGO in South Africa is currently recruiting for an exciting training opportunity within the Core Funding Unit (CFU) at WESSA. The position falls within the WESSA Ecosystem Services (WES) Business Unit, and will be based at the WESSA Durban office. This suitably competent individual will coordinate, implement and support skills development training for the WES Unit. The role requires strong communication and facilitation skills with experience in material development an advantage.

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

- Facilitate WES Learning Programmes
- Develop WES Learning Materials
- Co-ordinate logistics for WES training and workshops
- Contribute to the implementation of the WES business plan and strategy
- Actively identify and pursue new business opportunities in line with the units strategies

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

- Relevant tertiary qualification.

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

- At least 3 years' experience in the Environmental sector with a focus on capacity building and training.

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

- Ability to build and maintain professional relationships
- Good verbal and written communication skills
- Ability to interact confidently with external stakeholders
- Good Research & Microsoft Office Skills
- Capacity building and training facilitation
- Ability to speak English and at least one other African language (written and spoken)
- 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