



15th February 2016

VACANCY at WESSA

Project Manager: Schools Programme

1 Year Limited Duration Contract - Bryanston based

WESSA, the leading Environmental NGO in South Africa is currently recruiting for an opportunity within the Mission Project Implementation unit (MPI) at WESSA. The role of this position is to directly manage the implementation of education projects operating in Gauteng and the Northern Regions. The position will be based at WESSA's Office in Bryanston.

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.

Key Performance Areas include:

- Align projects to WESSA's 5 Year Strategy and Go To Market Strategy
- Implement WESSA national strategy at a project level
- Effective Project Management
- Ensure sound financial management and income generation in the Schools Programme
- Manage and support staff
- Manage the project according to contracts with external funders and internal planning requirements
- Secure and build a funding base
- Profile project work in such a way that it raises both the project's and WESSA's profiles
- Share knowledge within WESSA to build staff and institutional capacity
- Management of project budget

Minimum qualification required for this position:

- Tertiary qualification in field related to WESSA's core business i.e. Environmental Sciences or Project Management
- A qualification in Education would be an advantage

Minimum experience required for this position:

- At least 5 years of project management experience, and experience in the education or HCD sector with a preference for those that have worked with environmental education or education for sustainable development in the formal/ informal education sector.

Behavioural skills required for this position:

- High level of communication skills
- Organisational and leadership skills
- A pleasant demeanour, pro-active and ability to work independently
- Ability to motivate and support staff

Technical Skills Required:

- High level of computer competence
- Strong knowledge of conservation, environment, education and project management
- Excellent time management and project co-ordinating skills
- Sound budget management and resource allocation skills
- Valid driver's licence and own car is essential

Other attributes that would be considered advantageous:

- 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

This position reports to the **Senior Project Manager: Schools Programme**

Salary to be discussed.

Please forward your application to:

Sarah Alcock, Human Resources: sarah@wessa.co.za

Closing date for applications: 5pm on Friday 26th February 2016