



Assistant: Important Bird Areas and Conservation Divisions BirdLife South Africa

BirdLife South Africa (BLSA), based in Johannesburg, South Africa, is one of the largest, most active, non-governmental conservation organisations in South Africa.

BirdLife South Africa is the South African Partner of BirdLife International, which operates through partners in over 100 countries and territories worldwide. The BirdLife Partnership forms the leading and internationally-acclaimed authority on the status of birds, their habitats, and the issues and problems affecting birds. BirdLife South Africa has special links with the BirdLife partners in Africa, and the Royal Society for the Protection of Birds in the UK.

BirdLife South Africa is looking for a dynamic person to assist and administer the Important Bird Areas and Conservation Divisions.

The preferred candidate will:

- have completed an appropriate university degree, or equivalent, in natural sciences or business administration,
- have a working knowledge of South African birds and conservation issues in South Africa,
- have exemplary administrative abilities and organisational skills,
- have good writing and communication skills,
- have administrative and financial management experience and inter-personal skills at all levels,
- have knowledge of and experience in using the range of Microsoft Office software,
- have knowledge and experience using social media, and
- have fluency in written and spoken English and Afrikaans.
- be self-motivated, hardworking, willing to travel when required and able to work independently with minimum supervision, and
- have a valid code B motor vehicle driving license.

The successful candidate will report to the Important Bird Areas Division Manager and the Conservation Division Manager at BirdLife South Africa.

The position is based in Johannesburg.

BLSA offers a salary which is commensurate with the position and responsibilities.

Successful applicants will be required to attend interviews in Johannesburg.

Details of BLSA can be obtained from www.birdlife.org.za or by requesting the information from the address below.

Applicants are to submit a comprehensive CV with three contactable referees, as well as a motivation as to how they would see their role in this post. All applications will be treated in the strictest confidence.

Candidates who have not been contacted within 14 days of the closing date must please assume that their applications were not successful. Correspondence will be limited to short-listed candidates.

BLSA reserves the right not to make an appointment.

BLSA is an equal opportunity employer.

Closing date: 15 March 2013.

To apply please e-mail your CV and motivation to iba@birdlife.org.za