

# CITY OF CAPE TOWN

## PERSONNEL VACANCY

THE CITY PROMOTES AND APPLIES THE PRINCIPLES OF EMPLOYMENT EQUITY

Applications are invited from SUITABLY QUALIFIED CANDIDATES for appointment to the following position.

### ECONOMIC, ENVIRONMENT AND SPATIAL PLANNING

#### ENVIRONMENTAL RESOURCE MANAGEMENT

#### BIODIVERSITY MANAGEMENT

SITE CO-ORDINATOR  
BASED AT: WOLFGAT NATURE RESERVE  
PAY SCALE: TASK GRADE T8  
BASIC SALARY: R147 635 PER ANNUM  
REF NUMBER: SP 37/13

#### Requirements:

- Grade 12 qualification (Matric Certificate)
- 2 years relevant experience in an environmental management field
- Biodiversity knowledge is essential and site management experience would be highly advantageous
- Experience in environmental legislation particularly with regard to the marine and coastal environments would be an added advantage
- Fire-fighting training and/or experience will be an added advantage
- Ability to work in a team context and as a Team Leader
- Ability to work under pressure and meet deadlines
- Additional environmental courses or qualifications are an added advantage
- Supervisory and leadership skills
- Computer Proficiency (MS Office – MS Word, MS Excel and Outlook)
- A Valid Code EB (08) Driver's Licence
- Fluency in at least two of the official languages (Xhosa would be an advantage)

#### Job Purpose:

Reporting to the Area Manager, the successful incumbent will be required to manage a section of the Wolfgat Nature Reserve according to the Reserve Management Plan

#### Key Tasks Include:

- Managing this section in accordance with the biodiversity management plans and applicable legislation and agreements
- Supervision of staff and nature conservation students
- Interacting with community members, representatives and organizations to ensure involvement in the management of the reserve
- Identifying and building the capacity of local community champions

- Compiling reports on a regular basis for the area
- Developing annual plans of operation in consultation with the Area Manager
- Performing Law Enforcement functions
- Liaising with various other council departments, adjacent landowners and other stakeholders
- Scientific Monitoring
- Responding to environmental disasters such as fires, sewage and oil spills when necessary

**PLEASE NOTE: THE INCUMBENT MUST BE PREPARED TO WORK EXTENDED HOURS BOTH AT NIGHT AND ON WEEKENDS IN RESPONSE TO EMERGENCIES.**

**ENQUIRIES: LEWINE WALTERS**

**TELEPHONE: 021 392 5134**

**CLOSING DATE: 28 JUNE 2013**

**PLEASE NOTE: NO LATE APPLICATIONS WILL BE CONSIDERED.**

**Please forward a comprehensive CV and covering letter, including a certified copy of your Identity Document, to [Strategy.Planning@capetown.gov.za](mailto:Strategy.Planning@capetown.gov.za) or alternatively hand deliver your application to the Human Resources Employment Counter, 2<sup>nd</sup> Floor, Tower Block, Civic Centre, 12 Hertzog Boulevard, Cape Town.**

**Kindly note that applications will not be acknowledged in writing and that copies of supporting documents will not be returned.**

**Please quote the Reference Code of the vacancy in all communications. Certified copies of qualifications must be available on request.**

**Applicants are respectfully informed that, if no notification of appointment is received within two months of the closing date, they must accept that their applications were unsuccessful.**