



WESSA ECO-SCHOOLS PROGRAMME

Position Available:
Eco-Schools Western Cape Provincial Manager
One-Year (potentially renewable) Contract, full-time position



The Wildlife and Environment Society of South Africa (WESSA) are the sole implementing agents of this prestigious international environmental education programme, and is a membership-based Non Profit Organisation of over 85 years' standing whose mission is to promote public participation in caring for the Earth.

A vacancy exists for an individual who is passionate about and has experience in the environment and education within schools, who can relate to a wide sector of the community. This position requires someone who is well organized, self-motivated and is able to work on their own and with people. A person who is professional and who has vision and enthusiasm to lead the Western Cape Province in achieving its identified targets is required. The Provincial Eco-Schools manager will be responsible for the general running, facilitation and administrative management of the programme within the Western Cape Province, and the liaison between different organizational structures in the support and development of the programme. The Western Cape Provincial manager will report directly to the National Programme managers based in Howick, KwaZulu Natal. The location of the position will be based in the WESSA Tokai office in Cape Town. This is a full time position.

Job description:

The Provincial Manager will be required to manage:

- Achievement of identified goals and targets
- Overall management of regional tasks as laid out in the working guidelines
- Support and development of the programme regionally
- Professional development needs relating to the programme for Eco-School supporters
- Capacity development for teachers around the environment and the curriculum
- Finances/ budgets
- Attendance of national Eco-school planning meetings bi-annually
- Liaison with National Office, other WESSA Regions, Branches and related Organisations/ institutions
- Liaison with partners, government in particular DAERD and the DBE, NGOs and the public
- Reporting requirements internally and for project funders
- Support of node coordinators across the province
- Assessment and moderation of all eco-school award applications

Experience, qualifications and attributes required:

- Commitment to conservation/ environmental education and caring for the Earth
- Commitment to promoting public participation in caring for the Earth
- Tertiary qualification (preference given to education or environmental background)
- Understanding and knowledge of the CAPS (South African Curriculum)
- Ability to manage accounting and bookkeeping functions
- Project management training and experience (advantageous)
- A positive, problem-solving approach
- A people-oriented person who can work independently and has initiative
- Good communication and facilitation skills
- Proficiency in MS Word, Excel, powerpoint and email
- Sufficiently up-to-date technologically to be able to identify improvements needed in the Region
- Knowledge and experience of environmental education would be an advantage
- A valid code 08/ B drivers license and own vehicle and computer is a pre-requisite for this position

This position would suit a person who has held a management post in the Public or Private sector and who is passionate about environmental education and conservation. **Please note that this is an Employment Equity post, and candidates from previously disadvantaged groups are encouraged to apply.**

Terms and Remuneration:

The job is offered as a one-year renewable contract, based on performance and the availability of funding.

Please send a covering letter, concise CV and contact information with two referees to:

Sarah Alcock, Human Resources Manager

sarah@wessa.co.za

Closing date for application: 4pm on **5th July 2013**

We reserve the right not to make an appointment. If you have not been contacted within three weeks after closing date then please consider yourself unsuccessful.