



Bird of Prey Senior Administrator Vacancy

Purpose of the Position: The Endangered Wildlife Trust, one of the largest biodiversity conservation NGOs in southern Africa, is seeking to employ an energetic and dynamic individual to provide office services by implementing and maintaining administrative systems, procedures, and policies.

Reporting line: EWT's Birds of Prey Managers (BoPP)

Key responsibilities

- General administrative duties
- Receive and respond to enquiries from the public
- Monitor and filing of all programmatic contracts and Mou's
- Maintenance of asset register
- Oversee office based internship
- Review and ensure compliance of programmatic expense claims and asset purchases
- Maintain records of sponsors reporting requirements and ensure obligations are met
- Management of programme related journals and membership
- Overseeing the programmatic public relations functions such as compiling of quarterly newsletters and maintenance of webpage
- Coordination of Annual conferences, awards evenings and awareness days

Qualifications and requirements

The minimum requirements for this position include:

- Reporting skills
- Administrative writing skills and management of process
- Microsoft office skills
- Professionalism
- Organisational and problem solving
- Excellent verbal and written communication
- Bilingualism is an advantage;
- Possession of a valid South African or international driver's license, and suitable driving experience.

Candidate profile

- Energetic, dynamic and self-motivated;
- Passionate about conservation and has the ability to engage with the corporate sector;
- Willing to take the initiative to learn and implement novel approaches and tools; and
- Motivated by the challenge of working with multi-disciplinary teams and also able to work independently.

This full-term position is based at the EWT head office in Johannesburg. The Endangered Wildlife Trust is an equal opportunity employer. Applicants are requested to submit a CV, and a detailed motivation as to how and why they would be the best possible candidate for the Birds of Prey Administration post.

Applicants who have not been contacted within 10 days of the closing date must please assume that their applications were not successful. The EWT reserves the right not to make an appointment.

All applications will be treated in the strictest confidence. Closing date: 23rd August 2013. To apply please e-mail your CV and a detailed motivation letter to the Human Resources Manager, Alison Jänicke alisonj@ewt.org.za or Endangered Wildlife Trust, Private Bag X11, Modderfontein, 1645 or fax to +27 086 636 5823

Physical Address: Building K2, Ardeer Road, Pinelands Office Park, Modderfontein 1609, Gauteng, South Africa

Postal Address: Private Bag X 11, Modderfontein 1645, Gauteng, South Africa **Tel:** +27 (0) 11 372 3600 **Fax:** +27 (0) 11 608 4682 **E-mail:** ewt@ewt.org.za **Web:** www.ewt.org.za The Endangered Wildlife Trust is a non-profit, public benefit organisation dedicated to conserving species and ecosystems in southern Africa to the benefit of all people. **NPO Number:** 015-502, **PBO number:** 930 001 777,

Member of IUCN - The International Union for Conservation of Nature The Endangered Wildlife Trust is US 501(c)(3) compliant under **US IRS Registration number:** EMP98-0586801.