



25<sup>th</sup> June 2014

## **VACANCY at WESSA**

### **Project Manager: Human Capacity and Learning Materials Development**

#### **1 year fixed term contract**

#### **Howick based**

The role of this position is to directly manage the implementation of the British High Commission Healthy Rivers project as well as provide expert input and conceptual growth into other projects within the Water Programme at WESSA.

WESSA's Water Programme focus is to enhance human capacity or capability for improved catchment management and stewardship through various education processes and interventions. The position will involve extensive materials development such as citizen science tools, development of training manuals, and worksheets. In addition, the position will entail facilitation and development of training, capacity development programmes, both at non-accredited (e.g. presentations, workshops, etc.), as well as accredited courses (e.g. LGSETA EnviroPractices).

#### **Key Performance Areas include:**

- Align projects to WESSA's 5 Year Strategy and Go To Market Strategy
- Manage projects 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 general budget

#### **Minimum qualification required for this position:**

- Honours level in Life Sciences/Environmental Studies
- A qualification in Education would be an advantage

#### **Minimum experience required for this position:**

- At least 4 years of project management/co-ordination experience

#### **Behavioural skills required for this position:**

- Excellent writing and materials development skills
- Excellent communication and facilitation skills
- Ability to engage sensitively with a range of stakeholders, ranging from community members to high level government employees

**Technical Skills Required:**

- High level of computer competence
- Sound understanding of educational theories and the principles of environmental capacity building (ideally with the ability to develop frameworks and materials for customized workshops or courses)
- Strong understanding of the concept of ecosystems stewardship, catchment management and knowledge of various water, land use and environmental legislation
- Excellent materials development and writing skills
- Strong facilitation and presentation skills
- Excellent reporting writing skills
- Excellent time management and project co-ordinating skills
- Sound budget management and resource allocation skills
- Ideally based in Howick or willing to relocate
- Valid drivers licence

**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 in to the Water Programme Manager, Laura Conde Aller.

Salary to be discussed

Please forward your application to:

Sarah Alcock, Human Resources: [sarah@wessa.co.za](mailto:sarah@wessa.co.za)

Closing date for applications: 2<sup>nd</sup> July 2014

Please ensure that you follow the correct process and discuss with your Line Manager before submitting your application.