



Skills Development Programme: Project Coordinator Vacancy

Purpose of the Position: The Endangered Wildlife Trust (EWT) is one of the largest biodiversity conservation NGOs in southern Africa. The primary responsibilities of this position will be to coordinate and support the training projects implemented through the EWT's Skills Development Programme (EWT-SDP). More specifically, these responsibilities will focus on the EWT's Wildlife Crime Training Project and include (1) The development of training materials, resources and assessment tools for specific training programmes; (2) Plan for and implement training interventions including coordination of applicable logistics; (3) Develop training presentations and lectures and deliver actual training; (4) Monitor and evaluate quality of training interventions and workshops (including workplace based impacts/ gaps); (5) Work closely with project team members including project stakeholders, and consultants; and (6) Project administration in accordance with EWT's policies and procedures.

Reporting line: Skills Development Programme (SDP) Manager

Qualifications and Experience required:

- A LLB or Environmental Sciences degree, or at least 10 years demonstrable experience in conservation-related training and/or law enforcement activities;
- Experience and knowledge of wildlife crime and/or wildlife trade issues;
- Registered assessor and moderator is highly advantageous;
- Effective facilitation and presentation skills;
- Excellent communication and time management skills;
- Ability to communicate with multiple partners and network effectively;
- Good writing skills, with proficiency in both Microsoft Word and Excel;
- High degree of self-motivation and pro-activity, with strong administrative skills;
- Possession of an unendorsed South African driver's license, and suitable driving experience;
- Willingness to travel regularly and work outside office hours when necessary.

This position is based at the EWT Head Office in Modderfontein, Johannesburg. The preferred start date is 1st March 2015. The Endangered Wildlife Trust is an equal opportunity employer.

All applications will be treated in the strictest confidence. Closing date: 10th January 2015.

To apply please e-mail your CV and a motivation letter of no more than 450 words to Alison Janicke, the Human Resource Manager , vacancies@ewt.org.za or mail to Private Bag X11, Modderfontein, 1645 or fax to +27 (0)86 636 5823.

Applicants who have not been contacted within 10 days of the closing date must please assume that their applications were unsuccessful. The EWT reserves the right not to fill this position.