



Organization for Tropical Studies

Office and Communications Manager Undergraduate Study Abroad Programme Skukuza, Kruger National Park.

The Organization for Tropical Studies (<http://www.ots.duke.edu>) seeks applicants for the post of Office and Communications Manager in its South African office. The Organization for Tropical Studies (OTS) works in collaboration with Duke University, University of Cape Town and the Kruger National Park, to run higher education programmes in African Ecology and Conservation, and Global Health. Students from institutions in both South Africa and the USA attend these programmes.

These programmes are academically rigorous and include field research and intensive study of topics including ecology, conservation, policy, global health, history and culture of South Africa.

We are seeking to fill the position of Office and Communications Manager in May 2015. It is two-year grant-funded contract that is renewable, based on performance.

The successful applicant will work closely with the Director and other staff in

- Planning the courses, in conjunction with other staff, while managing and implementing key activities e.g. booking of accommodation and transport, making travel arrangements, ;
- Managing the finances of the organization in South Africa, in partnership with accountants and the head office;
- Managing communications with students, staff, alumni, funders and the public;
- Development of communication and promotional materials;
- Managing the office, in conjunction with other staff;
- Building of relationships with partners and local service providers.

Qualifications, experience and capabilities:

- Relevant financial management and/or communication qualifications;
- Experience in office and financial management and communications;
- Excellent oral and written communication skills in English
- A strong interest in and disposition for team work and interdisciplinary collaborations, as well as the ability and motivation to work independently
- An appreciation of the natural environment and conservation and environmental education
- Experience in working with university programmes (in biology or a related field) field-based education, group learning and interactive, experiential teaching would be a very distinct advantage

To apply send CV with covering letter to Dr Laurence Kruger, contactable at Laurence.Kruger@gmail.com and 0824226225 and Colleen Cluett ots.s.africa@gmail.com.

Applications for the post close on 23 March 2015.