



Project Coordinator: Biodiversity, Monitoring, Reporting and Communications (Ref: BC01/2016) (3-year contract)

Salary R389 145 plus 37% in lieu of benefits

Centre: Pretoria

Requirements:

- An appropriate 3-year Bachelor's degree/ National Diploma in Environmental Management/Public Management/Administration or equivalent relevant qualification plus experience in project management. Biodiversity and Conservation qualifications will serve as an added advantage, including a postgraduate qualification. Experience in an environmental management field.
- A postgraduate qualification will be an added advantage;
- Knowledge of environmental and development issues (globally, regionally, locally), as well as public finance;
- Experience and knowledge in biodiversity and conservation policy development and an awareness of SA and government's priorities in this regard;
- Technical knowledge based on a sound research base, environment and other relevant fields is critical;
- Knowledge and skills to be able to contribute to the development of integrated, sound strategies towards biodiversity and conservation;
- Specialist knowledge of the latest international and national theory and developments in respect of biodiversity legislation, policies and strategies;
- Ability to manage and plan for activities, including projects and policy matters;
- Ability to develop, interpret and apply policies, strategies and legislation;
- Excellent organizational skills. Strong analytical, writing and communication skills;
- Excellent financial and budgetary skills. Ability to prepare publications, reports and presentations;
- Ability to manage and work with a multidisciplinary and multicultural team.

Duties:

- Ensure management of the wildlife economy projects identified in the lab;
- Coordinate and manage implementation of the wildlife projects at national level and ensure activities are carried out on time and within planned budget;
- Consult with the Delivery Unit to elaborate/revise work plan, and report on the schedule and budget;
- Oversee the work of initiative leaders and institutions to ensure that outputs are delivered on time, on budget, and to high quality standards. Provide support to the management of the Wildlife Forum;
- Establish and maintain links with other national and international biodiversity economy programmes. Lead project monitoring, reporting and evaluation at national level;
- Compile progress reports (substantive and financial) regularly for Delivery Unit. Support the development of viable products;
- Identification of activities in the value chain that need to be prioritized for support (activities with high potential to create job opportunities and generate revenue);
- Support the development of Community Conservation Areas and Incubators to support new-entrants into the wildlife economy;
- Provide communication support on project outreach to the stakeholders. Consult with national stakeholders and position wildlife objectives and processes towards

relevant government departments and partner institutions, to catalyse transformational outcomes;

- Value focused funding and resourcing strategies to leverage investment in wildlife and ecotourism enterprises. Oversee the development and updating of investment catalogue;
- Investment promotion and facilitation. Identify investors for game ranches;
- Identify investors for accommodation establishments such as lodges and other ecotourism services;
- Identify funding mechanisms appropriate for small businesses and new entrants.

Enquiries: Ms W Mandivenyi, tel: (012) 399 9619

Closing date: 28 November 2016

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- All applications must be submitted on a **Z83 application form** (*click bold underlined text to download PDF form*) accompanied by certified copies of qualifications, identity document (ID) as well as a comprehensive curriculum vitae (CV) in order to be considered.
 - The National Department of Environmental Affairs is an equal opportunity, affirmative action employer.
 - It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA).
 - Correspondence will be limited to successful candidates only.
 - People with Disabilities are encouraged to apply
 - Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment, including but not limited to: Criminal records; Citizenship status; Credit-worthiness; Previous employment (reference checks); and Qualification verification. Candidates shortlisted for the SMS post will be subjected to a technical exercise that intends to test relevant technical elements of the job.
 - Following the interview and the technical exercise, the Selection Panel will recommend candidates to attend a generic managerial competency assessment in compliance with the DPSA Directive on the implementation of competency based assessments.
 - Furthermore, the person appointed to this position will be subject to a security clearance, the signing of a performance agreement and an employment contract.
 - The department reserves the right not to make an appointment. Relaxation of qualification requirements may be considered for non-OSD posts
 - **Applications must be forwarded to:** The Director-General, Department of Environmental Affairs, Private Bag X447, Pretoria, 0001 or hand-delivered to: Environment House, Erf 1563 Arcadia Extension 6, Cnr Soutpansberg and Steve Biko Road, Arcadia, Pretoria