



## **POSITION AVAILABLE**

**Position:** Assistant Project Manager, The Cape Leopard Trust

**Organisation:** The Cape Leopard Trust (CLT); **PBO Number:** 930 016 841

The CLT was launched in 2004 as an active predator conservation NGO in the Cape. It uses research as a tool for conservation, finding solutions to human-wildlife conflict and inspiring interest in the environment through an interactive and dynamic environmental education programme. Since its inception, it has become an authority on predator conservation in the Cape, and one of the leading authorities in SA. The project was initiated in the Cederberg studying the ecology of the Cape mountain leopard, a highly elusive predator differing in many respects to its northern counterparts. The Cape Leopard Trust has grown quickly to include initiatives in the Boland mountains, Namaqualand and Gamkaberg/Swartberg region as well as the Cape Leopard Trust Education Programme.

**Responsibilities:** The current position will assist the CLT Project Manager in administering, planning and managing research and conservation initiatives. The candidate should be willing to be available during non-standard work hours to support the Project Manager where needed. Roles will include, amongst others:

- Administration (incl. banking, filing, contracts, sales, accounts, general email);
- Sponsor liaison (ensure regular contact with main sponsors);
- Collate and finalise sponsor reports with Project Manager;
- Media and communications liaison (visit projects, collect information for distribution);
- Set-up and manage CLT sustainable public participation programme;
- Website – manage and ensure regular updates of website, facebook;
- Centralise data storage and ensure safe-keeping of CLT data. Ensure regular data input and back-ups from staff/students;
- Fund raising.

**Qualification:** Experience in conservation, project management with an interest in biology, conservation or any relevant discipline. Practical experience in conservation initiatives, community-based conservation, tourism, journalism and management planning.

## **Knowledge and Skills:**

- Good people skills;
- Resourcefulness and ability to work proactively;
- Flexibility and willingness to work in situations of flux;
- Strong work ethic and willingness to take ownership for wide-ranging responsibilities;
- Excellent written and verbal English communication;
- Moderate to high level of competency in accounting or book-keeping;
- Frequent travel is expected;

**Location:** The selected candidate should preferably be based in close proximity to Cape Town

**Remuneration:** Based on experience and qualifications

**Enquiries:** Dr Quinton Martins, [quinton@capeleopard.org.za](mailto:quinton@capeleopard.org.za)

**Further Information on the Cape Leopard Trust:** [www.capeleopard.org.za](http://www.capeleopard.org.za)

**Deadline:** Please send your applications latest by 14 December 2011, though the position will remain open till a suitable candidate is found.