

WESSA Coastal Project

EMPLOYMENT TITLE: National Coastal Project Manager

ADDRESS/PLACE OF WORK: TBC

EMPLOYMENT DURATION: Permanent

EMPLOYMENT DESCRIPTION: The incumbent will be responsible for the strategic direction and leadership of a national coastal management project that incorporates but is not limited to the implementation of the Blue Flag & Coastwatch projects for South Africa, while working to strengthen links with key coastal initiatives such as Adopt-a-Beach. The focus of this post will thus be on coastal issues with the recognition that links will need to be made to terrestrial and freshwater initiatives that are addressing issues that directly impact on coastal quality and sustainability.

MAIN RESPONSIBILITIES:

- Create an enabling environment to ensure projects' sustainability and growth.
- Coordinate and implement all project activities, which will include, amongst other things, workshops, national launches, marketing and promotions and on-going communication with key stakeholders like International Blue Flag Programme Management in Denmark.
- Identify and link issues with the potential to affect coastal quality and sustainability– such as key ecosystems; their stressors and impacts.
- Liaison with key stakeholders
 - Actively work with and support participating coastal municipalities
 - Engage with national and provincial environmental, coastal and tourism authorities
 - Identify key personnel and organisations with whom to work to conserve strategic natural assets
- Perform all administrative and reporting tasks. This requires detailed attention to administration and record-keeping.
- Management and support of project staff.
- Financial management
 - Preparation of budgets
 - Monthly management of all project finances
 - Fundraising and income generation activities
- Accreditation compliance management
 - Implement control check visits to beaches
 - Work in close partnership with local and international partners on matters of compliance

MINIMUM REQUIREMENTS:

- An Honours or Masters degree (or equivalent) in an appropriate field
- Prior experience in project management in a project of this nature is essential.
- Willingness to work long and sometimes irregular hours.
- Willingness and ability to travel both nationally and occasionally internationally
- Valid code 8 (B/ EB) driver's licence

TECHNICAL KNOWLEDGE

- Understanding of ecology, chemistry, biology in terms of cumulative and synergistic impacts
- Understanding of processes that impact on the quality and sustainability of coastal environments
- Able to analyse technical documents, reports etc to extract relevant information to use
- Able to translate scientific concepts and jargon into common language and communicate it to non-technical people

BEHAVIOUR SKILLS:

- Excellent inter-personal skills and abilities, which includes networking
- Adaptable with the ability to work under pressure
- Ability to think conceptually and strategically
- Ability to be self-motivated
- Excellent verbal and written communication skills
- General business management skills
- Fund raising and income generating skills
- Ability to write proposals and reports
- Project management skills and experience, i.e. in implementing major projects
- Computer literacy, especially MSWord, Excel and PowerPoint

SALARY: Negotiable depending on experience

APPLICATIONS: Interested persons should send a covering letter, a complete CV and at least three contactable references to the CEO care of gaye@wessa.co.za or facsimile: 033 330 4576 or Fax2Email 0865426423 before 14 March 2011.