



## **VACANCY: Head of Neighbouring Community Projects**

The Sabi Sand Pfunanani Trust (SSPT) is now recruiting for the position of **HOD of Neighbouring Community Projects**.

The Sabi Sand Pfunanani Trust is the Sabi Sand Wildtuin's official community upliftment entity. Our objective is to see neighbouring communities become partners in conservation. The Trust works in areas of community-conservation, education and small business development.

### **Overview of role:**

Purpose: To lead, coordinate and initiate neighbouring community projects undertaken by SSPT

Position Level: Head of Department (HOD), member of the SSW Senior Management team

Reports to: The CEO of Sabi Sand Pfunanani Trust

Location: Sabi Sand Wildtuin, Mpumalanga, South Africa

**Applications close: 4 November 2018**

### **Key Responsibilities:**

- Writing of proposals, project costing and budgeting
- Planning, formulating, organizing, controlling, and directing project activities
- Oversee company operations to ensure production efficiency, quality and cost-effective management of resources
- Take full accountability over project (cost, people and reporting management) including forecasting, engagements, follow-up and re-forecasting
- Continuous monitoring and evaluation of project achievements and impacts
- Ensure a highly effective record keeping system is in place for all projects
- Continuous communication with key stakeholders including government, NGOs, donors, community leaders and other relevant stakeholders
- Management and guidance of the project team
- Driving the organizational strategy, decisions and initiatives
- Driving social media marketing, planning and implementing promotional campaigns



### **Qualifications, Skills and Experience required**

- Post graduate degree in Finance/ Project Management/Development or related field
- Minimum of 5 years working experience in a similar role
- Strong analytical and project management skills
- Excellent oral, written and computer communication skills, including fluent English, are essential. A good knowledge of other languages, preferably Tsonga, would be highly advantageous.
- Sound analytical, conceptual and strategic thinking skills.
- Sound financial background

### **Personal Attributes**

- **Excellent communication and people skills are essential for this role**
- Strong organizational and time management skills
- Ability to interact effectively at all levels with sensitivity to cultural diversity
- Professional, diplomatic and able to work well with stakeholders at all levels
- Able to manage complexity and adapt to changing conditions
- The candidate must be flexible and able to work effectively under pressure, take initiative and meet deadlines
- Commitment to achieve excellence with a strong work ethic and results orientation

### **Salary and Benefits**

- Salary and benefits will be negotiated with the successful applicant, in accordance with experience

### **How to Apply**

Applicants who meet the above criteria and wish to apply should email a CV of maximum 3 pages and personally written motivation letter **stating your salary expectations** to [hrofficer@sabisand.co.za](mailto:hrofficer@sabisand.co.za) **no later than 4 November 2018.**

Should you not hear from us within 2 weeks, please consider your application unsuccessful.

### **Please note this vacancy is subject to the below:**

- Applicants must have the right to legally work in South Africa.
- The Employer reserves the right to vary the specifications of the advertised position.
- The Employer reserves the right not to make an appointment.