



VACANCY: Project Co-ordinator

The Sabi Sand Pfunanani Trust (SSPT) is now recruiting for the position of **Project Co-ordinator**.

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, initiate and coordinate community projects and SMME Development
Position Level: Officer, member of the SSW Management team
Reports to: The CEO of Sabi Sand Pfunanani Trust
Location: White River, Mpumalanga, South Africa

Applications close: 15 February 2019

Key Responsibilities:

- Small business development and mentorship
- Writing of proposals, project costing and budgeting
- Coordinate, administer and organize all types of projects, from simple activities to more complex plans
- General management- Leading, supervising, controlling, measuring inputs and outputs
- Cash Flow forecasts
- Costing
- Risk Analysis
- Procurement- quotations, invoicing, materials control
- Continuous monitoring and evaluation of project and SMME achievements and impacts
- Ensuring 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



Qualifications, Skills and Experience required

- Post graduate degree in Project Management/Development or related field
- 5 years professional working experience (2 years in a managerial role)
- Extensive experience in entrepreneurship promotion and SMME development field
- Experience in Project Management
- 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.

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 **no later than 15 February 2019.**

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.