



VACANCY: ASSISTANT COMMUNITY LIAISON OFFICER

The Sabi Sand Wildtuin (SSW) is now recruiting for the position of Assistant Community Liaison Officer.

The SSW is South Africa's oldest and best-known private game reserve. The SSW is a very sought-after tourist destination with unsurpassed Big 5 game viewing and a variety of lodges. The reserve has pioneered a host of wildlife and conservation management practices.

This is an exceptional opportunity for an employee who wants to be part of a dedicated team.

REPORTING TO: Community Liaison Officer

EMPLOYMENT TYPE: Fixed term (3-month contract) with the possibility of permanent placement

DEADLINE FOR APPLICATION: 28 June 2019

MAIN FUNCTION

To assist Community Liaison Officer (CLO) with any community related matters

ROLE RESPONSIBILITIES

- Support the CLO with performance of his duties
- Perform all functions relating to community activities of the SSW and SSPT
- To represent the SSW and SSPT in community engagements or at community events or related forums
- Identifying and mapping of community beneficiary structures needing to be engaged
- Clearly map out community dynamics and issues
- Establish good communication between the SSW and SSPT and beneficiary communities
- Assist with hosting or attending community meetings
- Ensure follow-up with regard to action items from meetings
- To take minutes of any meetings held and ensure minutes are typed out in a timeous manner and provided to CLO for safe keeping
- To uplift the name of Sabi Sand Wildstein, Sabi Sand Nature Conservation Trust and Sabi Sand Pfunanani Trust (SSPT)
- To respond to any alerts/ threats by informing the CLO

- To assist encouraging stakeholders' involvement in project activities and vice versa
- To participate in all aspects of community project implementation
- To interact with contractors and teams on the Natural Resource Management Project where necessary
- Compile and submit monthly and quarterly reports or as and when required by the CLO

QUALIFICATIONS AND EXPERIENCE:

- Must have a Grade 12 (Matric)
- Must have a Code 10 License and PDP
- Must have experience of community development work or volunteering
- Must have good administration skills
- Must be well-spoken in English and Tsonga
- Knowledge of Microsoft packages

PERSONAL TRAITS:

- Flexible and co-operative at all times
- An assertive but calm demeanour
- Self-motivated
- Good timekeeping
- Knowledge of conservation and environment will be an advantage

TO APPLY FOR THIS POSITION:

- Email your CV, Matric certificate, together with a copy of your ID, an application/motivational letter and a reference letter from a previous employer or education to hrofficer@sabisand.co.za
- The application/motivation letter must be written by the applicant and should outline why they should be given the opportunity and what value they will add;
- The application letter should give details on community involvement, volunteer work and the character of the applicant;
- The application letter must be submitted with relevant contact details;
- No applications will be accepted without an application letter, matric certificate and reference letter;
- If you do not receive any feedback or communication by July 2019 please consider your application as unsuccessful.
- Please note if you have applied for this position before you do not need to apply again
- For any queries, contact Isaac Hlatshwayo: 082 315 5923
- Closing date for all applications: 28 June 2019

This job description is neither exhaustive nor exclusive and may be reviewed in the future depending upon operational requirements and staffing levels.

Employment is at the sole discretion of the employer and the employer reserves the right not to make an appointment.