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**VACANCIES**

**iSiMANGALISO PROJECT MANAGEMENT UNIT & GEF 7 NODE MANAGER**

**Ref: HR- 03/2023**

**TOTAL REMUNERATION PACKAGE**

**R891 071 – R1 247 499 PER ANNUM (ALL INCLUSIVE) MEDICAL AID WILL BE ADDITIONAL.**

**THREE YEAR FIXED TERM CONTRACT**

A vacancy in iSimangaliso Wetland Park Authority for Project Management Unit (PMU) and GEF 7 Node Manager exists. The incumbent is expected to assume a full responsibility for the entire organizational Project Unit Management (PMU). Furthermore, to provide effective and efficient strategic leadership and management for the implementation of iSimangaliso components of the National GEF 7 project, titled ‘Catalysing Financing and Capacity for the Biodiversity Economy Around Protected Areas Project’.The GEF 7 project aims to leverage financial resources and improve capacity to implement the Biodiversity Economy and increased benefits from selected Protected Areas landscapes to local communities. The project will help to transform South Africa’s wildlife economy to become inclusive and sustainable, supporting land reform beneficiaries and other communities in the project landscapes. It will also provide impetus to the current implementation of the Park’s socio-economic development initiatives aimed at benefiting local communities and other relevant stakeholders.

**Job Requirements** **and** **Competencies:**

* A minimum of three-year degree in Natural Sciences / Resource Economics / Environmental Management / Tourism Studies / Community Development / Project Management or equivalent is required. Post graduate degree will be an added advantage.
* Extensive experience in sourcing funds for project implementation
* 8 years’ work experience in the relevant field, 4 years of which should be in first line management position(s)
* Minimum of 5 years in multi-stakeholder project coordination and management
* Extensive experience in interacting with diverse range of role players.
* Extensive experience in implementing community and/or conservation projects and liaison with other relevant government organizations.
* Extensive experience in the implementation of socio-economic projects related to protected areas.
* Knowledge of all relevant conservation and environment legislation
* Extensive experience in process facilitation skills, conflict management, financial management,
* Have a valid drivers’ license.

**Required Skills and Behavioural Attributes:**

Project management, strategy management; problem solving; analytical thinking; change management; written and verbal communication skills; demonstrated ability to work productively under pressure and long hours; relationship building and management skills; ability to deliver within the deadline. Strong ethical behaviour; be responsible and reliable; diligent work ethic with attention to detail; self-motivated and pro-active; disciplined; team player; strategic thinker.

**Key Performance Areas and Scope of Work:**

Manage iSimangaliso Project Management Unit and provide strategic leadership in the overall implementation of the nodal activities through assuming entire responsibilities for the following:

**Project Management and Administration:** Manage all project implemented within the organization.Establish iSimangaliso GEF 7 Node through ensuring the existence of all requires things and personnel. Provide project supervision/oversight, management, administration and ensure compilation of requires reports for implemented projects.

**Project Financial Management:** Obtain costing information for projects to assist in budgeting and forecasting; Monitors spend during the project to prevent over expenditure on allocated budget for each project; Check project financial statements monthly to ensure correctness of allocations; Investigate anomalies and rectify to remain within budgeted parameters for each project.

**Management of Stakeholder Relationship**: Manage and implement all specific project requirements dictated by funders. Ensure healthy relationship with all stakeholders in project implementation, develop, strengthen and or co-ordinate actions around a shared vision of the biodiversity economy for iSimangaliso GEF 7 Node through multi stakeholder arrangements. Ensure collaborations with existing Park sections working with communities and general stakeholders to enhance service delivery and smooth implementation of project objectives, particularly those aimed at benefiting local communities and other relevant stakeholders. Integrate project implementation with existing SMMEs programme, People and Parks programme and other divisional initiatives aimed at benefiting Park’s stakeholders.

**Implementation of Stewardship Programme**: oversee and provide strategic support to iSimangaliso GEF 7 stewardship programme, including providing supervisory role when participating in relevant community structures surrounding the Park. Participate in knowledge exchange and national strategic processes, and declaration of contractual community conservation areas abutting and or associated with the park. Lead negotiations with local community leadership to encourage them to set their land aside for Stewardship programme implementation around iSimangaliso.

**Management of Socio- Economic and Livelihood Opportunities**: oversee, with the GEF 7 economic projects leads, the adaption of the biodiversity economy node masterplans into investment, frameworks, including identifying potential anchor investments suitable to iSimangaliso, and the associated development of feasibility studies and business plans. This includes to supporting Fishing co-operatives, community equity packaging during the negotiations for Private Public Participation processes. Provide leadership in facilitating the implementation of SMMEs seed funding allocations and accompanying incubation process. Training on business planning/ growth; mentorship and grants, roll-out of the financial planning outcomes. Coordinate the establishment of abattoir to enable implementation of biodiversity economy initiatives.

**Management of Communication and Knowledge Exchange:** Integrating with iSimangaliso Communication Unit, oversee and provide strategic support and supervision to Communication and Knowledge Manager. Assist in the creation of a platform for various role players within the project to exchange knowledge across project nodes and capturing learning on community stewardship and biodiversity economy. oversee the management and implementation of the project in line with the approved Project Document. Supervise the creation of knowledge products on biodiversity stewardship and biodiversity economy livelihoods and knowledge learning events to foster learning exchange within the various project nodes and iSimangaliso project implementation precinct. Assist in developing communication plans for consultation and community and stakeholders’ engagement. Assist in designing and implementing a communication strategy that will be continuous throughout the duration of the project and further integrated with organizational Communication Unit.

**Human capital management**: Provide supervision to iSimangaliso PMU and GEF 7 staff and give necessary support for human capital development, through internal skills development programme and GEF 7 associated partner programmes.

**Project Monitoring, Evaluate and Learning**: maintain an effective project monitoring, evaluation and learning system to ensure adequate knowledge transfer within PMU. Ensure cost efficiency, quality delivery of project activities and results, undertake monitoring and evaluation and project reporting.

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**iSiMANGALISO GEF 7 BIODIVERSITY STEWARDSHIP AND LIVELIHOODS FACILITATOR**

**REF: HR- 04/2023**

**TOTAL REMUNERATION PACKAGE**

**R460 422 – R644 591 PER ANNUM (ALL INCLUSIVE) MEDICAL AID WILL BE ADDITIONAL**

**THREE YEAR FIXED TERM CONTRACT**

Reporting to GEF 7 & PMU Manager, a vacancy for GEF 7 Stewardship and Livelihoods Facilitator exists. The incumbent is expected to facilitate biodiversity stewardship and human livelihoods programme within the iSimangaliso GEF 7 Node. It will also assist with the local implementation of national biodiversity economy initiatives and further provide impetus to the current implementation of the Park’s socio-economic development initiatives aimed at benefiting local communities and other relevant stakeholders.

**Job Requirements** **and** **Competencies:**

* A minimum of three-year degree in Natural Sciences or Environmental Management or equivalent is required. Post graduate degree in these fields will be an added advantage.
* Minimum of 1 year work experience in the relevant field
* Experience in interacting with diverse range of stakeholders mainly rural communities.
* Knowledge of all relevant conservation and environment legislation
* Process facilitation skills, conflict management and negotiation skills
* Must have a valid drivers’ license.

**Required Skills**

Problem solving; analytical thinker; project management; conflict management, written and verbal communication skills; demonstrated ability to work productively under pressure and long hours; relationship building and management skills; ability to deliver within the deadline, negotiation skills, diligent work ethic with attention to detail; self-motivated and pro-active; disciplined & team player.

**Key Responsibilities:**

The main tasks of the position will be to facilitate biodiversity stewardship and livelihoods initiatives within iSimangaliso with local traditional landowners through undertaking the following responsibilities:

* Ensure effective implementation of the biodiversity stewardship programme.
* Facilitating the various components of the GEF 7 project within iSimangaliso for the purpose of building a biodiversity economy for community livelihoods.
* Work with various community stakeholders to facilitate the creation of a sustainable biodiversity economy.
* Facilitate Community Engagements and Consultations for stewardship and livelihoods.
* Negotiate with local community leadership to encourage them to set aside their land for stewardship programme implementation around iSimangaliso.
* Facilitate the declaration of contractual community conservation areas abutting and or associated with the park.
* Conduct monitoring and compile relevant reports to the Project Management Unit Manager.
* Provide support and assist with the facilitation and creation of a platform for the various role players within the project to exchange knowledge across national project nodes.
* Participate in knowledge sharing, learning, and training for the GEF 7 project as well as the overall iSimangaliso biodiversity stewardship programme.
* Facilitating the implementation of SMMEs seed funding allocations and accompanying incubation process for enterprises in the biodiversity economy.
* Coordinate community equity packaging during the negotiations for Private Public Participation processes.
* Facilitate GEF 7 economic projects, the adaption of the biodiversity economy node masterplans into investment, frameworks, including identifying potential anchor investments suitable to iSimangaliso Node.

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**iSiMANGALISO GEF 7 COMMUNICATION AND KNOWLEDGE MANAGEMENT ASSISTANT MANAGER**

**Ref: HR- 05/2023**

**TOTAL REMUNERATION PACKAGE:**

**R460 422 – R644 591 PER ANNUM (ALL INCLUSIVE) MEDICAL AID WILL BE ADDITIONAL**

**THREE YEAR FIXED TERM CONTRACT**

Reporting to GEF 7 & PMU Manager, a vacancy for GEF 7 Communication and Knowledge Management Assistant Manager exists. The incumbent is expected to undertake communication and knowledge management within the iSimangaliso GEF 7 project node. In addition, the successful candidate will be responsible for integrating the project work with that of iSimangaliso communication team, giving impetus to the implementation of the Park’s communication work.

**Job Requirements** **and** **Competencies:**

* A minimum of three-year Diploma or Degree in Communication/ Journalism/ Public Relations/ Marketing or equivalent
* Minimum of 1 year work experience in a multi stakeholder projects or similar assignment
* Experience in interacting with diverse range of role players.
* Stakeholder oriented person who understands stakeholder needs and concerns.
* Experience in facilitating communications and strategy for community or conservation projects, and liaison with relevant local government organizations, national and international organizations.
* Knowledge of all relevant conservation and environment legislation including government processes
* Knowledge and understanding of the South African Communications and Media Landscape including Corporate Communication.
* Ability to explain complex concepts in layman’s language.
* Ability to produce good quality project documents and knowledge management systems.
* Familiarity with topical issues pertaining iSimangaliso Wetland Park challenges with regards to neighboring communities and attitudes to conservation in the Protected Area is an added advantage.
* Valid Driver’s License

**Required Skills and Behavioural Attributes:**

Advance Computer Skills in publishing and web software packages; Interpersonal and Presentation Skills; Communications Skills written and spoken; Negotiation and Advocacy Skills; Interpretations Skills; Project Management Skills; Diplomatic Skills and Report Writing Skills. Energetic and highly motivated individual with passion for development and conservation; Ability to work effectively within a team. Individual Initiative with less supervision; Strategic thinker with acute business acumen.

**Key Performance Areas and Scope of Work:**

* Responsible for day-to-day communication of the GEF 7 project within the iSimangaliso Node
* Maintaining communications output standards and quality to adequately represent the project to all participants.
* Regular communications on various communication platforms including web based and social media spaces, digital and print.
* Design and develop communications plan for stakeholder consultation and citizens engagement to enhance service delivery and smooth implementation of project objectives and parks imperatives.
* Provide communication support to iSimangaliso GEF 7 stewardship programme.
* Participate in knowledge exchange and national strategic processes.
* Communicate and align all research currently taking place within iSimangaliso to be part of the Biodiversity Economy Node Strategy and Master Plan.
* Create a platform for the various role players within the project to exchange knowledge across project nodes and capturing learning on community stewardship and biodiversity economy.
* Creation of knowledge products on biodiversity stewardship and biodiversity economy livelihoods and knowledge learning events to foster learning exchange within the various project nodes.
* Assist with the preparation of reports and submit to relevant offices within stipulated deadlines.
* Assist with the delivery and reporting co-finance contributions for implementation of project components and other related GEF 7 activities.

**Delivery outputs include.**

* Biodiversity Economy Knowledge Products
* Biodiversity Stewardship and Biodiversity Economy Research Products
* Biodiversity Economy and Stewardship Learning and Exchange Events
* Biodiversity Economy Node Communication Strategy.

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**iSiMANGALISO GEF 7 PROJECT ADMINISTRATOR**

**Ref: HR- 06/2023**

**TOTAL REMUNERATION PACKAGE:**

**R369 847 – R517 787** **per annum (All inclusive).**

**THREE YEAR FIXED TERM CONTRACT**

Reporting to PMU & GEF 7 Node Manager, a vacancy for GEF 7 Stewardship and Livelihoods Facilitator exists. The incumbent is expected to provide project administrative support within the iSimangaliso GEF 7 Node. In addition, the incumbent will undertake administrative work for the entire organizational PMU work related to other projects.

**Job Requirements and Skills:**

* A relevant NQF Level 5 tertiary qualification in administration or project management or equivalent.
* Minimum of 1 year work experience in administration and project coordination
* Experience in interacting with diverse range of stakeholders in project management.
* Effective administrative support skills
* Exceptional verbal communication and report writing skills.
* Good presentation and computer skills using Microsoft applications.
* Sound experience in report writing.
* Strong communication skills.
* Energetic and highly motivated individual.
* Must have a valid drivers’ license.

## **Key responsibilities:**

* Provide administrative support to the node.
* Organise and conduct project meetings and workshops.
* Ensure proper monitoring and evaluation of the project.
* Provide oversight on the project finance and procurement.
* Assist the project with management of logistics.
* Intergrade GEF 7 activities and work with other PMU projects.
* Ensure submission of all financial documents to organizational central system for relevant payment processing.
* Act as rapporteur for all workshops and training sessions
* Serve as Executive Secretary and provide support to the PSC in coordinating project implementation.
* Ensure quarterly and annual technical and financial reports are prepared and submitted to PSC within stipulated deadlines.
* Assist with report writing, collation of project correspondence, and management of all document systems.

Please send your application letter with a detailed CV stating the reference number for the position you apply for with certified copies of qualifications and ID, plus driver’s licence attached to; **Recruitment@isimangaliso.com** before 16h00 on 6th April 2023. Failure to submit copies of qualifications will result in your application not being considered. Qualifications and experience must be stated both in the covering letter and CV. No application will be accepted after the closing date.

Appointment of the candidate into this position will be made at the sole discretion of the iSimangaliso Wetland Park Authority. Applicants who have not received any response within 60 days from closing date should consider their applications unsuccessful. In line with the Employment Equity policy and commitment to diversity, iSimangaliso Wetland Park Authority welcomes applications from members of the designated groups.