



VACANCY AT WESSA

Senior Project Coordinator – Northern Cape (Based in Kimberley)

The Wildlife and Environment Society of South Africa (WESSA) is one of South Africa's leading environmental NPOs. WESSA's mission is to Educate. Advocate. Act. through its staff, membership, volunteers and supporters, empowering schools and communities across the country to engage in meaningful environmental action.

WESSA is seeking a motivated **Senior Project Coordinator to drive the successful delivery of key projects in the Northern Cape.**

Based in the Northern Cape, your main responsibilities over this 2-year fixed-term contract period will be to lead project planning, execution, monitoring, and stakeholder coordination, ensuring alignment with strategic goals, timelines, budgets, and quality standards. English and Afrikaans are essential for the effective delivery of programmes and for engagement with diverse stakeholders, schools, and communities throughout the Northern Cape.

KEY PERFORMANCE AREAS INCLUDE:

- Develop and implement project plans for schools in the region, ensuring adherence to approved contracts and budgets.
- Monitor and evaluate project progress, including funder requirements, beneficiary satisfaction and reporting obligations.
- Engage with Eco-School committees to address challenges and celebrate achievements.
- Build strong relationships with schools and maintain accurate data to demonstrate project impact.
- Mentor interns and provide ongoing support to educators via WhatsApp groups and site visits.
- Expand the number of Eco-Schools, LEAF, and YRE schools in the region and support Independently Registered Schools (IRS).
- Implement strategies to support IRS.
- Establish and maintain partnerships with district Department of Education (DoE) officials, municipalities, private schools, and local businesses.
- Coordinate workshops, clean-up campaigns, awards, and other events in collaboration with stakeholders.
- Contribute to marketing and communications, including monthly stories, impact articles, and social media content.
- Develop new teaching and learning resources aligned with WESSA programmes and maintain the Eco-Schools online platform.
- Implement monitoring and evaluation tools and update online content quarterly.

EXPERIENCE REQUIRED FOR THIS POSITION:

- Relevant tertiary qualification in Education, Environmental Science, Sustainability, or related field.
- Minimum 3 years' relevant work experience; experience in environmental education programmes advantageous.
- Strong project management, coordination, reporting and relationship-building skills.
- Excellent communication skills (verbal, written, and presentation), with professional proficiency in Afrikaans and English. This is essential as the role involves regular engagement with Afrikaans-speaking communities and stakeholders. Proficiency in any other South African official language will be an advantage.
- Competent in using Microsoft Office, Teams, and digital communication platforms.
- Ability to work independently, manage multiple projects, and meet deadlines.
- Own reliable vehicle and valid driver's license (essential).
- Based in Kimberley, with the willingness and ability to travel regularly within the Northern Cape Province.
- South African citizen or permanent resident.

NOTE: WESSA is an equal opportunity employer. We encourage applications from individuals of all backgrounds and experiences. WESSA reserves the right not to make an appointment to the post as advertised.

PLEASE FORWARD YOUR APPLICATION TO:

WESSA Human Resources, via email to: applications@wessa.co.za

Please state **Senior Project Coordinator - NC** in the subject line; and submit your covering letter, CV, and any supporting documentation as a combined, single PDF file.

CLOSING DATE OF APPLICATIONS: Wednesday, 04 February @ 16h00