



VACANCY AT WESSA

Project Coordinator: Socio-Economic Development (SED)

Western Cape

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, and Act through its staff, membership, volunteers and supporters, empowering schools and communities across the country to engage in meaningful environmental action.

Brief Overview of the Position

WESSA is seeking a reliable and organised **Project Coordinator to provide essential coordination, administrative, and logistical support to socio-economic and environmental projects.** The role focuses on supporting community Eco Hubs, sustainable agriculture initiatives, and livelihood projects across multiple sites.

This is a support role ideal for someone with strong administrative skills and a passion for community development.

Key Performance Areas Include:

- Support the coordination and implementation of projects across multiple sites.
- Maintain project plans, schedules, trackers, and documentation.
- Coordinate meetings, workshops, stakeholder engagements and training activities.
- Support Eco Hub operations, gardens, and community livelihood activities.
- Coordinate field activities, travel, venues, and logistics.
- Support the preparation and distribution of project materials and resources.
- Coordinate travel arrangements, accommodation, venue bookings, and logistical requirements for programme activities.
- Maintain asset registers and ensure activities follow approved schedules.
- Ensure all project records, files, attendance registers, and supporting documents are accurately maintained.
- Provide day-to-day operational support between sites and the office.
- Assist with procurement requests, quotations, and project administration processes.
- Support engagement with municipalities, communities, NGOs, and partners.
- Maintain stakeholder databases and communication records.
- Assist with community consultations and feedback processes.
- Support data collection and project monitoring activities.
- Assist with compiling reports and maintaining tracking tools.
- Collect supporting evidence (attendance, photos, case studies).
- Ensure administrative compliance and proper record-keeping.
- Support audit-ready documentation and escalate risks when needed.

Qualifications:

- Diploma or Degree in Project Management, Development Studies, Environmental Management, Administration, Social Sciences, or related field.

Experience:

- Minimum 2–3 years in project coordination, administration, community development, or programme support.
- Experience working within NGO, development, environmental sustainability, or community-based programmes is advantageous.
- Experience supporting multi-stakeholder projects and field-based activities advantageous.

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.
- Strong administrative and organisational skills
- Project coordination and planning
- Stakeholder communication and engagement
- Report writing and document management
- Monitoring and data collection support
- Proficiency in MS Office (Word, Excel, PowerPoint)
- Time management and multitasking
- Excellent interpersonal and communication skills.
- Proficiency in MS Office and online reporting platforms.
- Self-motivated, target-driven, and able to manage multiple projects simultaneously.
- High attention to detail.

Location: (Where will the individual be based):

This is a remote role with the successful individual being based in Laingsburg, Central Karoo with travel to other areas as required by the project.

Closing date of applications:

16h00 SAST, Wednesday, 10 June 2026

Please forward your application to:

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

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

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.