



VACANCY AT WESSA

Project Manager: Socio-Economic Development (SED)

Western Cape & Northern 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 looking for a skilled, results-driven **Project Manager: Socio-Economic Development** to support the planning, implementation, and management of community-based socio-economic and environmental programmes. The role focuses on establishing community **Eco Hubs**, sustainable agriculture, food security, and livelihood initiatives that deliver lasting social and environmental impact.

This is a hands-on position requiring strong project management and stakeholder engagement skills.

Key Performance Areas Include:

- Support the design and implementation of socio-economic and environmental programmes.
- Assist with establishment and operationalisation of community Eco Hubs including sustainable agriculture and food security initiatives.
- Develop detailed workplans, budgets, timelines, and resource allocation.
- Identify opportunities for innovation and programme expansion.
- Coordinate and oversee day-to-day implementation of projects across multiple sites.
- Monitor performance, budgets, deliverables and contractual obligations and requirements.
- Coordinate service providers, partners, and project teams.
- Manage risks, develop mitigation and corrective action plans and ensure donor and organisational compliance.
- Implement monitoring and evaluation tools and update online content quarterly.
- Facilitate engagement with municipalities, communities, NGOs, funders and strategic partners.
- Build and maintain strong stakeholder relationships.
- Represent WESSA at meetings, forums and community engagements.
- Track project performance against KPIs and implementation schedules.
- Prepare high-quality narrative and progress reports for funders, management, and governance structures.
- Support data collection, learning, and adaptive management.
- Contribute to impact reporting and sustainability strategies.
- Ensure compliance with all relevant policies, donor requirements, and governance standards.
- Maintain proper documentation and manage project risks.

Qualifications:

- Bachelor's Degree in Development Studies, Environmental Management, Sustainability, Social Sciences, Project Management, or related field.
- Postgraduate qualification is advantageous.

Experience:

- Minimum 5 years in socio-economic development, project management, or community development.
- Experience in sustainable agriculture, food gardens, or community hubs is advantageous.
- Proven track record managing donor-funded projects and stakeholder engagement.
- Experience establishing or coordinating community hubs, livelihood initiatives, or agricultural enterprise projects advantageous.
- Experience managing donor-funded or multi-stakeholder programmes.
- Experience within environmental sustainability, renewable energy, NGO, or development sectors advantageous.
- Strong understanding of community engagement and sustainable development principles.
- 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).
- South African citizen or permanent resident.

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 project management skills.
- Strong interpersonal and relationship-building skills with the ability to engage confidently with stakeholders.
- Excellent written and verbal communication and presentation skills.
- Monitoring and evaluation.
- Good understanding of governance and compliance.
- Proficiency in MS Office and online reporting platforms.
- Self-motivated, target-driven, and able to manage multiple projects simultaneously.

Location: (Where will the individual be based):

The individual will be based at WESSA's **Cape Town office** in Bellville with frequent travel to other areas including but not limited to the Central Karoo.

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 Manager – Western Cape & Northern Cape** 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.