

VACANCY AT WESSA

Project Coordinator - Gauteng And Surrounding

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.

We are seeking a motivated Project Coordinator to drive the successful delivery of key education and sustainability projects in the Gauteng and surrounding region. Based in Bryanston, your main responsibilities will be to lead project planning, implementation, monitoring and stakeholder coordination. You will ensure alignment with approved contracts, budgets, timelines and quality standards while supporting the growth of Eco-Schools, LEAF and YRE programmes.

This is a hands-on role focused on schools, educators, funders and partners, with regular travel within Gauteng and surrounding provinces.

KEY PERFORMANCE AREAS INCLUDE:

- Develop and implement project plans for schools in the Gauteng and surrounding regions, ensuring adherence to approved contracts and budgets.
- Create implementation plans for each project and introduce innovative approaches to delivery.
- Monitor and evaluate project progress against schedules, funder requirements and beneficiary satisfaction; present data-collection tools each quarter.
- Build and maintain strong relationships with schools, collect accurate data, and demonstrate impact to support contract renewals.
- Compile and submit high-quality project progress reports to the Project Manager and Strategic Lead on time and in line with funding contracts.
- Manage existing strategic partnerships and develop new ones (including funding partners).
- Mentor and support SAWEA WIIP interns through regular check-ins.
- Create and manage WhatsApp groups to provide ongoing support to educators and gather feedback on curriculum integration and action projects.
- Grow the number of Eco-Schools, LEAF and YRE schools in the region and support Independently Registered Schools (IRS) using the IRS strategy.
- Establish and maintain relationships with district Department of Education officials, municipalities and other stakeholders.
- Engage private schools and local businesses with innovative packages for support.
- Deliver IRS workshops and manage FEE campaigns where budgeted.
- Contribute to marketing and communications: submit monthly snippets, support project profiling, develop impact stories, and share content linked to Enviro Calendar Days and school change stories.
- Research and develop new curriculum-aligned learning resources/toolkits and continuously update the Eco-Schools online platform with relevant digital resources.
- Engage Northern Areas membership branches, map membership resources, conduct quarterly regional engagement sessions, and develop a database of active members.
- Partner with membership to co-develop and implement projects.

EXPERIENCE REQUIRED FOR THIS POSITION:

- Relevant tertiary qualification in Education, Environmental Science, Sustainability, or a related field.
- Minimum 2–3 years' relevant work experience; experience in environmental education programmes is advantageous.
- Demonstrated project coordination, reporting and stakeholder-relationship skills.
- Experience working with schools, educators and community stakeholders.
- South African citizen or permanent resident.
- Based in Gauteng with regular travel to surrounding provinces.

SKILLS

- Strong project management, coordination, monitoring & evaluation, and reporting skills.
- Excellent verbal, written and presentation communication skills.
- Ability to build and maintain partnerships with schools, funders, government officials and community stakeholders.
- Competent in Microsoft Office, Teams and digital communication platforms (including WhatsApp groups).
- Ability to work independently, manage multiple projects simultaneously, and meet deadlines.
- Creative approach to programme implementation and resource development.
- Strong organisational skills and attention to detail.
- Proficiency in English; additional South African languages are an advantage.

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 **Project Coordinator – Gauteng & Surrounding** in the subject line; and submit your covering letter, CV, and any supporting documentation as a combined, single PDF file.

Closing date of applications: 16h00 SAST, 04 November 2026