



The Wildlands Conservation Trust (WILDTRUST) invites applications for the following position

**Board Administration Assistant
Pietermaritzburg**

KwaZulu-Natal, South Africa – NPO Sector – Part-time basis

We are looking for a dedicated and detail-oriented individual to fill the role of Board Administration Assistant on a part-time basis. If you have a passion for administrative support and ensuring the smooth functioning of board activities, we would love to hear from you. Apply now to join our team and contribute to our organization's success.

Key Performance areas: The ideal candidate will be responsible for all clerical functions to ensure the efficient administration of the meetings of the Board of Trustees. This may include accurate meeting minutes, resolutions, and recording of related action items, coordinating and tracking attendance for board meetings and other relevant gatherings, as well as facilitating logistics for meetings. The candidate will support in the preparation and dissemination of meeting agendas, reports, and other documentation, while ensuring compliance with governance policies, procedures, and legal or administrative requirements. Additionally, the candidate will assist in streamlining administrative processes, collating board member FICA documents, and providing ad-hoc support to the Executive Director's portfolio.

Requirements: The successful candidate will be required to have a relevant 3-year diploma/degree, a strong administration background, computer literacy, good organisational skills, and excellent writing and communication skills. Ability to work under pressure & meet deadlines, ability to respond effectively to changing priorities, with a minimum of 4 to 7 years' experience in a senior administrative. Must have own transport.

TO APPLY:

Submit a 3-page CV including a min of 2 references to: chairman@wildtrust.co.za by the 21st of March 2025. Late applications will be disregarded. Wildlands Conservation Trust reserves the right to vary the requirements and not to fill this position. Should you not receive a response within a month kindly consider your application unsuccessful.