

## WILDTRUST - Y.E.S. PROGRAMME VACANCIES

The WILDTRUST is participating in the Youth Employment Services (YES) programme funded by NEDBANK and is aimed at reducing Youth unemployment levels. The YES programme provides a one-year work-based job training experience aimed at affording unemployed youth practical and meaningful work opportunities.

**If you were employed previously on a YES programme you will not be considered for this vacancy.** The WILDTRUST invites applications from unemployed youth, graduates and scholars who are between the ages of 18 and 27 years to apply for the following vacancies:

### SECURITY GUARDS

Preference will be given to previously disadvantaged individuals. Late applications will be disregarded. The WILDTRUST reserves the right to vary the requirements and not to fill these posts. Correspondence will be limited to short-listed candidates only. If you have not been contacted within 3 weeks after the closing date, please consider your application as unsuccessful.

Vacancy title:	Security Guard
Number of people required	Security Guards
Areas of operation	Mabibi Community Resource Hub KwaDapha Community Resource Hub eNkokukeni Community Resource Hub
Salary and Contract Duration	R4 407.00 per month – 12-month contract
Requirements:	<ol style="list-style-type: none"> <li>1. Between 18 and 27 years of age</li> <li>2. MUST have a SARS income tax number and valid email address. If you do not have a tax number, please make means to get one as soon as possible to qualify for this job and payroll</li> <li>3. Must have or be able to open a bank account</li> <li>4. Currently unemployed</li> <li>5. Be willing to walk from home to work daily and working on weekends and public holidays if required</li> <li>6. A qualification in security training</li> <li>7. Physical strength and fitness and communication skills (verbal and written)</li> <li>8. Prior experience as a Security Guard would be advantageous</li> </ol>
Minimum Qualifications Required:	Matric plus minimum Grade D Security Certificate with PSIRA. Must have at least 2 years' experience as a Security Guard.
Key Performance Area's	<ol style="list-style-type: none"> <li>1. Inspect and patrol premises regularly</li> <li>2. Monitor property entrance. Ensure that guests sign in upon arrival and exit.</li> <li>3. Authorise entrance of people and vehicles</li> <li>4. Report any suspicious behaviours and happenings</li> <li>5. Secure all exits, doors and windows</li> <li>6. Make guests aware of rules that must be adhered to</li> <li>7. Remove trespassers or unwanted individuals from the property</li> <li>8. Contact the relevant authorities if a crime is committed or an accident occurs</li> <li>9. Report to supervisors on a regular basis</li> <li>10. Ensure safety at the hub by helping monitor it overnight</li> </ol>
Send a 3-page Curriculum Vitae (CV) with a motivation letter, proof of residence, copy of qualifications to:	Email: <a href="mailto:buhlem@wildtrust.co.za">buhlem@wildtrust.co.za</a> <b>OR</b> drop off your application at the following stations: <ul style="list-style-type: none"> <li>- Mabibi Community Resource Hub</li> <li>- KwaDapha Community Resource Hub</li> <li>- eNkokukeni Community Resource Hub</li> <li>- Ezemvelo Kosi Bay Camp (KwaMadlangula)</li> </ul>

	For queries, please contact Yamukelani Nkalane (076 297 5364), Nomusa Mthembu (076 092 3169), Nokuthula Ngubane (072 770 8956), Siphamandla Masuku (066 189 7102)
Closing date for applications:	17 April 2023

## HOUSEKEEPERS

Preference will be given to previously disadvantaged individuals. Late applications will be disregarded. The WILDTRUST reserves the right to vary the requirements and not to fill these posts. Correspondence will be limited to short-listed candidates only. If you have not been contacted within 3 weeks after the closing date, please consider your application as unsuccessful.

Vacancy title:	Housekeeper
Number of people required	Housekeepers
Areas of operation	Mabibi Community Resource Hub KwaDapha Community Resource Hub eNkokukeni Community Resource Hub
Salary and Contract Duration	R4 407.00 per month – 12-month contract
Requirements:	<ol style="list-style-type: none"> <li>1. Between 18 and 27 years of age</li> <li>2. MUST have a SARS income tax number and valid email address. If you do not have a tax number, please make means to get one as soon as possible to qualify for this job and payroll</li> <li>3. Must have or be able to open a bank account</li> <li>4. Currently unemployed</li> <li>5. If you were employed previously on a YES programme you will not be considered for this vacancy</li> <li>6. Be willing to walk from home to work daily and working on weekends and public holidays if required</li> <li>7. Ability to work with little supervision and maintain a high level of performance</li> <li>8. Prioritisation and time management skills</li> <li>9. Working quickly without compromising quality</li> <li>10. Be available for training</li> </ol>
Minimum Qualifications Required:	Matric. Any relevant post-matric qualifications and volunteer or other work experience will be advantageous.
Key Performance Area's	<ol style="list-style-type: none"> <li>1. Clean entire hub facility (washing dishes, dusting, sweeping, cleaning ceiling vents, restroom cleaning, emptying rubbish bins, dusting shelves, cleaning windows, mopping floors, polishing)</li> <li>2. Ensure all rooms are cared for and inspected according to standards</li> <li>3. Protect equipment and make sure there are no inadequacies</li> <li>4. Notify superiors on any damages, deficits and disturbances</li> <li>5. Deal with reasonable complaints/requests with professionalism and patience</li> <li>6. Check stocking levels of all consumables and replace when appropriate</li> <li>7. Adhere strictly to rules regarding health and safety and be aware of any company-related practices</li> <li>8. Deal with reasonable complaints/requests with professionalism and patience</li> </ol>
Send a 3-page Curriculum Vitae (CV) with a motivation letter, proof of residence, copy of qualifications to:	Email: <a href="mailto:buhlem@wildtrust.co.za">buhlem@wildtrust.co.za</a> <b>OR</b> drop off your application at the following stations: <ul style="list-style-type: none"> <li>- Mabibi Community Resource Hub</li> <li>- KwaDapha Community Resource Hub</li> <li>- eNkokukeni Community Resource Hub</li> <li>- Ezemvelo Kosi Bay Camp (KwaMadlangula)</li> </ul>

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Closing date for applications:	17 April 2023

## GARDENERS

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Vacancy title:	Gardener
Number of people required	Gardeners
Areas of operation	Mabibi Community Resource Hub KwaDapha Community Resource Hub Enkovukeni Community Resource Hub
Salary and Contract Duration	R4 407.00 per month – 12-month contract
Requirements:	<ol style="list-style-type: none"> <li>1. Between 18 and 27 years of age</li> <li>2. MUST have a SARS income tax number and valid email address. If you do not have a tax number, please make means to get one as soon as possible to qualify for this job and payroll</li> <li>3. Must have or be able to open a bank account</li> <li>4. Currently unemployed</li> <li>5. Be willing to walk from home to work daily and working on weekends and public holidays if required</li> <li>6. Knowledge of local pests and how to eliminate them</li> <li>7. Knowledge of synthetic and natural fertilizers</li> <li>8. The ability to lift heavy objects</li> <li>9. The ability to remain on your feet for long periods of time</li> <li>10. A love of the outdoors and plant life</li> </ol>
Minimum Qualifications Required:	Grade 10 as minimum qualification. Experience as a Gardener.
Key Performance Area's	<ol style="list-style-type: none"> <li>1. Mow, trim and fertilize green spaces</li> <li>2. Mulch, edge and weed gardens</li> <li>3. Prune and trim trees and bushes as per instructions from the supervisor</li> <li>4. Maintain all gardening equipment and machinery, like mowers, trimmers and leaf blowers</li> <li>5. Monitor and maintain the health of plants</li> <li>6. Deal with pest problems that could damage plants</li> <li>7. Keep gardens and green spaces clear of litter</li> <li>8. Planting and caring for vegetables and trees in the greenhouse</li> </ol>
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## HUB ENVIRONMENTAL EDUCATORS

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Vacancy title:	Environmental educator
Number of people required	Environmental educators
Areas of operation	Mabibi Community Resource Hub KwaDapha Community Resource Hub eNkokuveni Community Resource Hub
Salary and Contract Duration	R4 407.00 per month – 12-month contract
Requirements:	<ol style="list-style-type: none"> <li>1. Between 18 and 27 years of age</li> <li>2. MUST have a SARS income tax number and valid email address. If you do not have a tax number, please make means to get one as soon as possible to qualify for this job and payroll</li> <li>3. Must have or be able to open a bank account</li> <li>4. Currently unemployed</li> <li>5. Be willing to walk from home to work daily and working on weekends and public holidays if required</li> <li>6. Teaching experience</li> <li>7. Computer literate and must have a working knowledge of MS Office programmes</li> <li>8. Confidence to stand Infront of a crowd</li> <li>9. Good communication skills (verbal and written)</li> </ol>
Minimum Qualifications Required:	Diploma in Environmental Education, Nature Conservation, or any related studies enhanced by 1-year relevant experience in Environmental Education.
Key Performance Area's	<ol style="list-style-type: none"> <li>1. Conduct school visits to implement and coordinate an environmental awareness raising programme focused on developing the local communities' marine conservation and ecosystem adaptation knowledge</li> <li>2. Engage with schools to book visiting slots</li> <li>3. Host a minimum of 3 marine awareness event activations per year at each hub, specifically aimed at younger (&lt;10 years) children, including film screening and story reading activations</li> <li>4. Assisting and host visitors at the library to locate books and with internet access</li> <li>5. Develop and coordinate greening initiatives at the hubs</li> <li>6. Host all hub visitors and ensure health and safety of visiting learners/students, teachers, parents, and co-workers at the hubs</li> <li>7. Assist in the maintenance and storage of library and activation equipment, supplies and facilities</li> </ol>
Send a 3-page Curriculum Vitae (CV) with a motivation letter, proof of residence, copy of qualifications to:	<p>Email: <a href="mailto:buhlem@wildtrust.co.za">buhlem@wildtrust.co.za</a></p> <p><b>OR</b> drop off your application at the following stations:</p> <ul style="list-style-type: none"> <li>- Mabibi Community Resource Hub</li> <li>- KwaDapha Community Resource Hub</li> <li>- eNkokuveni Community Resource Hub</li> <li>- Ezemvelo Kosi Bay Camp (KwaMadlangula)</li> </ul> <p>For queries, please contact Yamukelani Nkalane (076 297 5364), Nomusa Mthembu (076 092 3169), Nokuthula Ngubane (072 770 8956), Siphamandla Masuku (066 189 7102)</p>

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## SCHOOL TEACHING ASSISTANTS, ADMIN ASSISTANTS AND GENERAL ASSISTANTS

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Vacancy title:	Teaching and admin assistant
Number of people required	School Teaching Assistants, Admin Assistants and General Assistants
Areas of operation	Schools in Mabibi, Manzengwenya, KwaDapha, Malangeni, Myayiza, Mqobela, KwaZibi, KwaMpukane, eNkokukeni, KwaMazambane, Hlomula, Mvutshana
Salary and Contract Duration	R4 407.00 per month – 12-month contract
Requirements:	<ol style="list-style-type: none"> <li>1. Between 18 and 27 years of age</li> <li>2. MUST have a SARS income tax number and valid email address. If you do not have a tax number, please make means to get one as soon as possible to qualify for this job and payroll</li> <li>3. Must have or be able to open a bank account</li> <li>4. Currently unemployed</li> <li>5. Have own transport or be willing to walk from home to work (school) daily</li> </ol>
Minimum Qualifications Required:	<ol style="list-style-type: none"> <li>1. School Teaching Assistants: Matric. Any relevant post-matric qualifications, and relevant volunteer or other work experience will be advantageous.</li> <li>2. School Admin Assistants: Matric. Any relevant post-matric qualifications, and relevant volunteer or other work experience will be advantageous.</li> <li>3. School General Assistants: Grade 8. Any relevant volunteer or work experience would be advantageous.</li> </ol>
Key Performance Area's	<ol style="list-style-type: none"> <li><b>1. School Teaching Assistants</b> <ol style="list-style-type: none"> <li>a) Taking class registers</li> <li>b) Preparing teaching materials for classes</li> <li>c) Assisting teachers with lessons</li> <li>d) Supporting teachers in managing classrooms</li> <li>e) Supervising group activities where required</li> <li>f) Helping with outings and events</li> </ol> </li> <li><b>2. School Admin Assistants</b> <ol style="list-style-type: none"> <li>a) Assist the school principal with administrative duties as required</li> <li>b) Assist with managing school files such as registers</li> <li>c) Generate reports and letters</li> <li>d) Arrange school meetings and record meeting minutes</li> <li>e) Assist school visitors</li> <li>f) Handle phone calls and answer emails</li> </ol> </li> <li><b>3. School General Assistants</b> <ol style="list-style-type: none"> <li>a) Help with school maintenance such as painting and repairs</li> <li>b) Help with maintaining the school grounds and/or gardens</li> <li>c) Cleaning of school grounds and facilities, including ablution facilities</li> </ol> </li> </ol>
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## EQUIPMENT OFFICERS

Preference will be given to previously disadvantaged individuals. Late applications will be disregarded. The WILDTRUST reserves the right to vary the requirements and not to fill these posts. Correspondence will be limited to short-listed candidates only. If you have not been contacted within 3 weeks after the closing date, please consider your application as unsuccessful.

Vacancy title:	Equipment Officers
Number of people required	Equipment Officer
Areas of operation	Mabibi Community Resource Hub Mabibi Community Resource Hub eNkokuveni Community Resource Hub
Salary and Contract Duration	R4 407.00 per month – 12-month contract
Requirements:	<ol style="list-style-type: none"> <li>1. Between 18 and 27 years of age</li> <li>2. MUST have a SARS income tax number and valid email address. If you do not have a tax number, please make means to get one as soon as possible to qualify for this job and payroll</li> <li>3. Must have or be able to open a bank account</li> <li>4. Currently unemployed</li> <li>5. Be willing to walk from home to work daily and working on weekends and public holidays if required</li> <li>6. Operation of various types of tools and equipment safely and efficiently</li> <li>7. Ability to use small power tools and hand tools.</li> <li>8. Strong problem-solving skills</li> <li>9. Excellent time management skills</li> <li>10. Effective communication skills</li> <li>11. Good hand-eye coordination</li> </ol>
Minimum Qualifications Required:	Matric. Sound knowledge of general work.
Key Performance Area's	<ol style="list-style-type: none"> <li>1. Management and maintenance of the storeroom (moving boxes, equipment, furniture etc. into or out of storage)</li> <li>2. Ensure all equipment allocation and practical rooms are set up and maintained in a safe and serviceable condition</li> <li>3. Responsible for the maintenance all equipment at the hub (e.g., generator, gas cylinders, fire extinguishers, etc.), including cleaning, minor repairs, arranging servicing, safety checks, disposal of infectious waste, and recommending replacement equipment as required.</li> <li>4. Perform routine building maintenance duties, including painting, minor electrical repairs, plumbing, carpentry.</li> <li>5. Maintain inventory of hub equipment (record serial numbers of all assets)</li> <li>6. Respond to emergency calls for maintenance and repair</li> <li>7. Report all facility or equipment problems to the supervisor</li> </ol>
Send a 3-page Curriculum Vitae (CV) with a motivation letter, proof of residence, copy of qualifications to:	<p>Email: <a href="mailto:buhlem@wildtrust.co.za">buhlem@wildtrust.co.za</a></p> <p><b>OR</b> drop off your application at the following stations:</p> <ul style="list-style-type: none"> <li>- Mabibi Community Resource Hub</li> <li>- KwaDapha Community Resource Hub</li> </ul>

	<ul style="list-style-type: none"> <li>- eNkokukeni Community Resource Hub</li> <li>- Ezemvelo Kosi Bay Camp (KwaMadlangula)</li> </ul> <p>For queries, please contact Yamukelani Nkalane (076 297 5364), Nomusa Mthembu (076 092 3169), Nokuthula Ngubane (072 770 8956), Siphamandla Masuku (066 189 7102)</p>
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### IT SUPPORT TECHNICIANS

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Vacancy title:	IT Support Technician
Number of people required	IT Support Technicians
Areas of operation	Mabibi Community Resource Hub KwaDapha Community Resource Hub eNkokukeni Community Resource Hub
Salary and Contract Duration	R4 407.00 per month – 12-month contract
Requirements:	<ol style="list-style-type: none"> <li>1. Between 18 and 27 years of age</li> <li>2. MUST have a SARS income tax number and valid email address. If you do not have a tax number, please make means to get one as soon as possible to qualify for this job and payroll</li> <li>3. Must have or be able to open a bank account</li> <li>4. Currently unemployed</li> <li>5. Be willing to walk from home to work daily and working on weekends and public holidays if required</li> <li>6. Excellent knowledge of MS Office</li> <li>7. Must have primary knowledge of computer maintenance and software installation</li> <li>8. Excellent written and verbal communication skills</li> </ol>
Minimum Qualifications Required:	Matric or Diploma in IT with one year experience as IT Technician, admin or similar services.
Key Performance Area's	<ol style="list-style-type: none"> <li>1. Assist customers with photocopying, printing, laminating, scanning, binding, email</li> <li>2. Responsible for setting up and operating AV equipment, sound systems, slide and video projectors, etc.</li> <li>3. Assisting customers with internet access and ensuring their technical needs are met</li> <li>4. Typing up documents e.g. CVs, motivational letters, invoices</li> <li>5. Monitor the number of minutes or hours visitors will use the computer or internet</li> <li>6. Installing and configuring hardware and software components to ensure usability</li> <li>7. Troubleshooting hardware and software issues</li> <li>8. Installing and upgrading anti-virus software to ensure security at the user level.</li> <li>9. Check and maintain computer hardware such as mouses and keyboards</li> </ol>
Send a 3-page Curriculum Vitae (CV) with a motivation letter, proof	<p>Email: <a href="mailto:buhlem@wildtrust.co.za">buhlem@wildtrust.co.za</a></p> <p><b>OR</b> drop off your application at the following stations:</p> <ul style="list-style-type: none"> <li>- Mabibi Community Resource Hub</li> </ul>

of residence, copy of qualifications to:	<ul style="list-style-type: none"> <li>- KwaDapha Community Resource Hub</li> <li>- eNkovukeni Community Resource Hub</li> <li>- Ezemvelo Kosi Bay Camp (KwaMadlangula)</li> </ul> <p>For queries, please contact Yamukelani Nkalane (076 297 5364), Nomusa Mthembu (076 092 3169), Nokuthula Ngubane (072 770 8956), Siphamandla Masuku (066 189 7102)</p>
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## OFFICE ADMINISTRATORS

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Vacancy title:	Office Administrator
Number of people required	Office Administrators
Areas of operation	Mabibi Community Resource Hub KwaDapha Community Resource Hub eNkovukeni Community Resource Hub
Salary and Contract Duration	R4 407.00 per month – 12-month contract
Requirements:	<ol style="list-style-type: none"> <li>1. Between 18 and 27 years of age</li> <li>2. MUST have a SARS income tax number and valid email address. If you do not have a tax number, please make means to get one as soon as possible to qualify for this job and payroll</li> <li>3. Must have or be able to open a bank account</li> <li>4. Currently unemployed</li> <li>5. Be willing to walk from home to work daily and working on weekends and public holidays if required</li> <li>6. Excellent knowledge of MS Office</li> <li>7. Proven experience as an office administrator, office assistant or relevant role</li> <li>8. Outstanding communication and interpersonal abilities</li> <li>9. Excellent organisational and leadership skills</li> <li>10. Familiarity with office management procedures and basic accounting principles</li> <li>11. Communication skills (verbal and written)</li> </ol>
Minimum Qualifications Required:	Diploma in office administration or relevant field is preferred. 1 year experience as an office administrator, office assistant or relevant role.
Key Performance Area's	<ol style="list-style-type: none"> <li>1. Manage agendas/travel arrangements/appointments</li> <li>2. Manage phone calls and correspondence (e-mail, letters, packages etc.)</li> <li>3. Support budgeting (petty cash) and bookkeeping procedures</li> <li>4. Track stocks of office supplies and place orders when necessary</li> <li>5. Provides administrative and logistical support including meeting arrangement, progress tracking, and documentation</li> <li>6. Keep record of all hub registers (meetings, training, COVID registers, school registers and visitors' register)</li> <li>7. Coordinate the room booking system at the hubs for training, lessons, or any other activations</li> </ol>
Send a 3-page Curriculum Vitae (CV) with a motivation letter, proof	<p>Email: <a href="mailto:buhlem@wildtrust.co.za">buhlem@wildtrust.co.za</a></p> <p><b>OR</b> drop off your application at the following stations:</p> <ul style="list-style-type: none"> <li>- Mabibi Community Resource Hub</li> </ul>



of residence, copy of qualifications to:	<ul style="list-style-type: none"> <li>- KwaDapha Community Resource Hub</li> <li>- eNkovukeni Community Resource Hub</li> <li>- Ezemvelo Kosi Bay Camp (KwaMadlangula)</li> </ul> <p>For queries, please contact Yamukelani Nkalane (076 297 5364), Nomusa Mthembu (076 092 3169), Nokuthula Ngubane (072 770 8956), Siphamandla Masuku (066 189 7102))</p>
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### MICRO-ENTERPRISE DEVELOPMENT ASSISTANTS

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Vacancy title:	Micro-enterprise Development Assistant
Number of people required	Micro-enterprise Development Assistants
Areas of operation	Mabibi Community Resource Hub KwaDapha Community Resource Hub eNkovukeni Community Resource Hub
Salary and Contract Duration	R4 407.00 per month – 12-month contract
Requirements:	<ol style="list-style-type: none"> <li>1. Between 18 and 27 years of age</li> <li>2. MUST have a SARS income tax number and valid email address. If you do not have a tax number, please make means to get one as soon as possible to qualify for this job and payroll</li> <li>3. Must have or be able to open a bank account</li> <li>4. Currently unemployed</li> <li>5. Be willing to walk from home to work daily and working on weekends and public holidays if required</li> <li>6. Computer literacy with good English and written skills</li> </ol>
Minimum Qualifications Required:	Matric. Any relevant post-matric qualifications and volunteer or other work experience will be advantageous.
Key Performance Area's	<ol style="list-style-type: none"> <li>1. Coordinate training activities for micro-enterprise development beneficiaries</li> <li>2. Keep training records, liaise with trainers and trainees</li> <li>3. Assist trainers during training sessions</li> <li>4. Provide general assistance on enterprise development activities</li> </ol>
Send a 3-page Curriculum Vitae (CV) with a motivation letter, proof of residence, copy of qualifications to:	<p>Email: <a href="mailto:buhlem@wildtrust.co.za">buhlem@wildtrust.co.za</a></p> <p><b>OR</b> drop off your application at the following stations:</p> <ul style="list-style-type: none"> <li>- Mabibi Community Resource Hub</li> <li>- KwaDapha Community Resource Hub</li> <li>- eNkovukeni Community Resource Hub</li> <li>- Ezemvelo Kosi Bay Camp (KwaMadlangula)</li> </ul> <p>For queries, please contact Yamukelani Nkalane (076 297 5364), Nomusa Mthembu (076 092 3169), Nokuthula Ngubane (072 770 8956), Siphamandla Masuku (066 189 7102)</p>
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**If you were employed previously on a YES programme you will not be considered for this vacancy.** The WILDTRUST invites applications from unemployed youth, graduates and scholars who are between the ages of 18 and 27 years to apply for the following vacancies:

### ISIMANGALISO BEACH STEWARDS

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Vacancy title:	iSimangaliso Beach Steward
Number of people required	Beach Stewards
Areas of operation	Coastal zone between Kosi Bay and Sodwana, linked to Ezemvelo management nodes at Sodwana Bay, Manzengwenya, Bhanga Nek and Kosi Mouth.
Salary and Contract Duration	R4 407.00 per month – 12-month contract
Requirements:	<ol style="list-style-type: none"> <li>9. Between 18 and 27 years of age</li> <li>10. MUST have a SARS income tax number and valid email address. If you do not have a tax number, please make means to get one as soon as possible to qualify for this job and payroll</li> <li>11. Must have or be able to open a bank account</li> <li>12. Currently unemployed</li> <li>13. Be willing to walk from home to work daily and working on weekends and public holidays if required</li> <li>14. Be willing to learn about marine life, especially protected species and beaches</li> <li>15. Possess a friendly disposition and good public speaking skills</li> <li>16. Have good organisation and communication skills</li> <li>17. Be available for training</li> </ol>
Minimum Qualifications Required:	Matric. Any relevant post-matric qualifications and volunteer or other work experience will be advantageous.
Key Performance Area's	<ol style="list-style-type: none"> <li>11. Monitoring of beach user activity and visitor trends</li> <li>12. Conducting visitor surveys</li> <li>13. Conducting fisheries related surveys and monitoring</li> <li>14. Assisting with environmental education for school children and community members visiting the beaches.</li> <li>15. Promoting marine conservation and helping beach managers with compliance and monitoring such as beach patrols and relevant data collection.</li> <li>16. Assisting with beach clean-up activities for waste disposal and recycling</li> <li>17. Assisting to keep parking and picnic areas at beach access points safe and clean</li> <li>18. Assisting management staff with general repairs and maintenance of facilities and equipment</li> </ol>
Send your Curriculum Vitae (CV) with a motivation letter to:	Email: <a href="mailto:buhlem@wildtrust.co.za">buhlem@wildtrust.co.za</a> <b>OR</b> drop off your application at the following stations: <ul style="list-style-type: none"> <li>- Ezemvelo Kosi Bay Station (KwaMadlangula)</li> <li>- Ezemvelo Bhanga Nek Station</li> <li>- Ezemvelo Sodwana Bay Station</li> </ul>
Closing date for applications:	17 April 2023

## ISIMANGALISO STATION ADMIN ASSISTANT

Preference will be given to previously disadvantaged individuals. Late applications will be disregarded. The WILDTRUST reserves the right to vary the requirements and not to fill these posts. Correspondence will be limited to short-listed candidates only. If you have not been contacted within 3 weeks after the closing date, please consider your application as unsuccessful.

Vacancy title:	Admin Support
Number of people required	Station Admin assistant
Areas of operation	Ezemvelo Bhanga Nek and Sodwana Bay management nodes
Salary and Contract Duration	R4 407.00 per month – 12-month contract
Requirements:	<ol style="list-style-type: none"> <li>1. Between 18 and 27 years of age</li> <li>2. MUST have a SARS income tax number and valid email address. If you do not have a tax number, please make means to get one as soon as possible to qualify for this job and payroll</li> <li>3. Must have or be able to open a bank account</li> <li>4. Currently unemployed</li> <li>5. If you were employed previously on a YES programme you will not be considered for this vacancy</li> <li>6. Be willing to walk from home to work daily and working on weekends and public holidays if required</li> <li>7. Must have knowledge about marine life</li> <li>8. Have good administrative skills</li> <li>9. Possess a friendly disposition and good public speaking skills</li> <li>10. Be available for training</li> </ol>
Minimum Qualifications Required:	Diploma in a field relevant to marine ecology/conservation. Proficiency in MS Office (Outlook, Word, Excel). Driver's license would be an advantage.
Key Performance Area's	<ol style="list-style-type: none"> <li>1. To help Station Managers with record-keeping and admin, and stores and supplies management</li> <li>2. To help prepare for the turtle season, enter data out of season and support monitors during the season</li> <li>3. To help Ezemvelo with other work at the station out of season as well - driving to get supplies etc.</li> </ol>
Send a 3-page Curriculum Vitae (CV) with a motivation letter, proof of residence, copy of qualifications, certified ID copy not older than three months to:	Email: <a href="mailto:buhlem@wildtrust.co.za">buhlem@wildtrust.co.za</a> You can also drop off your application at the following stations: <ul style="list-style-type: none"> <li>- Ezemvelo Kosi Bay Station (KwaMadlangula)</li> <li>- Ezemvelo Bhanga Nek Station</li> <li>- Ezemvelo Sodwana Bay Station</li> </ul>
Closing date for applications:	17 April 2023

## ISIMANGALISO BEACH STEWARD PROGRAMME ASSISTANT

Preference will be given to previously disadvantaged individuals. Late applications will be disregarded. The WILDTRUST reserves the right to vary the requirements and not to fill these posts. Correspondence will be limited to short-listed candidates only. If you have not been contacted within 3 weeks after the closing date, please consider your application as unsuccessful.

Vacancy title:	iSimangaliso Beach Steward Programme Assistant
Number of people required	iSimangaliso Beach Steward Programme Assistant
Areas of operation	Coastal zone between Kosi Bay and Sodwana, linked to Ezemvelo management nodes at Sodwana Bay, Manzengwenya, Bhanga Nek and Kosi Mouth.
Salary and Contract Duration	R4 407.00 per month – 12-month contract
Requirements:	<ol style="list-style-type: none"> <li>1. Between 18 and 27 years of age</li> <li>2. MUST have a SARS income tax number and valid email address. If you do not have a tax number, please make means to get one as soon as possible to qualify for this job and payroll</li> <li>3. Must have or be able to open a bank account</li> <li>4. Currently unemployed</li> <li>5. If you were employed previously on a YES programme you will not be considered for this vacancy</li> <li>6. Be willing to walk from home to work daily and working on weekends and public holidays if required</li> <li>7. Must have knowledge about marine life, especially protected species and beaches</li> <li>8. Must have good leadership and communication skills</li> <li>9. Have good administrative skills</li> <li>10. Possess a friendly disposition and good public speaking skills</li> <li>11. Be available for training</li> </ol>
Minimum Qualifications Required:	Diploma in a field relevant to marine ecology/conservation. Proficiency in MS Office (Outlook, Word, Excel). A minimum of 2 years' experience supervising or implementing field-based conservation or development projects.
Key Performance Area's	<ol style="list-style-type: none"> <li>1. To assist the Beach Stewards Coordinator with supervising the team of Beach Stewards at each node</li> <li>2. Managing the work schedules and daily activities of Beach Stewards</li> <li>3. Organising training venues for the YES interns as needed by the Beach Stewards Coordinator</li> <li>4. Complete all Beach Steward administrative work related to the YES programme, including submission of monthly registers and reports to the Beach Stewards Coordinator</li> <li>5. Acting as the main point of communication between the Beach Stewards and the Beach Stewards Coordinator</li> <li>6. Ensuring that safety policies in the field are strictly adhered to</li> </ol>
Send a 3-page Curriculum Vitae (CV) with a motivation letter, proof of residence, copy of qualifications, certified ID copy not older than three months to:	Email: <a href="mailto:buhlem@wildtrust.co.za">buhlem@wildtrust.co.za</a> You can also drop off your application at the following stations: <ul style="list-style-type: none"> <li>- Ezemvelo Kosi Bay Station (KwaMadlangula)</li> <li>- Ezemvelo Bhanga Nek Station</li> <li>- Ezemvelo Sodwana Bay Station</li> </ul>
Closing date for applications:	17 April 2023

## HOUSEKEEPERS

Preference will be given to previously disadvantaged individuals. Late applications will be disregarded. The WILDTRUST reserves the right to vary the requirements and not to fill these posts. Correspondence will be limited to short-listed candidates only. If you have not been contacted within 3 weeks after the closing date, please consider your application as unsuccessful.

Vacancy title:	Station Attendant
Number of people required	House Keepers
Areas of operation	Ezemvelo Bhanga Nek node
Salary and Contract Duration	R4 407.00 per month – 12-month contract
Requirements:	<ol style="list-style-type: none"> <li>1. Between 18 and 27 years of age</li> <li>2. MUST have a SARS income tax number and valid email address. If you do not have a tax number, please make means to get one as soon as possible to qualify for this job and payroll</li> <li>3. Must have or be able to open a bank account</li> <li>4. Currently unemployed</li> <li>5. If you were employed previously on a YES programme you will not be considered for this vacancy</li> <li>6. Be willing to walk from home to work daily and working on weekends and public holidays if required</li> <li>7. Ability to work with little supervision and maintain a high level of performance</li> <li>8. Prioritisation and time management skills</li> <li>9. Working quickly without compromising quality</li> <li>10. Be available for training</li> </ol>
Minimum Qualifications Required:	Matric. Any relevant post-matric qualifications and volunteer or other work experience will be advantageous.
Key Performance Area's	<ol style="list-style-type: none"> <li>1. Cleaning (washing dishes, doing laundry, dusting, sweeping, cleaning ceiling vents, restroom cleaning, emptying rubbish bins, dusting shelves, cleaning windows, mopping floors, polishing)</li> <li>2. Ensure all rooms are cared for and inspected according to standards</li> <li>3. Support visitors that stay on site</li> <li>4. Protect equipment and make sure there are no inadequacies</li> <li>5. Notify Station Manager on any damages and disturbances</li> <li>6. Deal with reasonable complaints/requests with professionalism and patience</li> <li>7. Check stocking levels of all consumables and report to Station Manager</li> </ol>
Send a 3-page Curriculum Vitae (CV) with a motivation letter, proof of residence, copy of qualifications, certified ID copy not older than three months to:	Email: <a href="mailto:buhlem@wildtrust.co.za">buhlem@wildtrust.co.za</a> You can also drop off your application at the following stations: <ul style="list-style-type: none"> <li>- Ezemvelo Kosi Bay Station (KwaMadlangula)</li> <li>- Ezemvelo Bhanga Nek Station</li> <li>- Ezemvelo Sodwana Bay Station</li> </ul>
Closing date for applications:	17 April 2023

## BOAT AND EQUIPMENT ASSISTANTS

Preference will be given to previously disadvantaged individuals. Late applications will be disregarded. The WILDTRUST reserves the right to vary the requirements and not to fill these posts. Correspondence will be limited to short-listed candidates only. If you have not been contacted within 3 weeks after the closing date, please consider your application as unsuccessful.

Vacancy title:	Boat and Equipment Assistants
Areas of operation	Ezemvelo Bhanga Nek and Sodwana Bay node
Salary and Contract Duration	R4 407.00 per month – 12-month contract
Requirements:	<ol style="list-style-type: none"> <li>1. Between 18 and 27 years of age</li> <li>2. MUST have a SARS income tax number and valid email address. If you do not have a tax number, please make means to get one as soon as possible to qualify for this job and payroll</li> <li>3. Must have or be able to open a bank account</li> <li>4. Currently unemployed</li> <li>5. If you were employed previously on a YES programme you will not be considered for this vacancy</li> <li>6. Be willing to walk from home to work daily and working on weekends and public holidays if required</li> <li>7. Ability to work with little supervision and maintain a high level of performance</li> <li>8. Prioritization and time management skills</li> <li>9. Working quickly without compromising quality</li> <li>10. Be available for training</li> </ol>
Minimum Qualifications Required:	Matric. Valid Driver's license. Any relevant post-matric qualifications and volunteer or other work experience will be advantageous.
Key Performance Area's	<ol style="list-style-type: none"> <li>1. To assist with maintenance, washing and care of quad bikes, generators, boats and associated equipment</li> </ol>
Send a 3-page Curriculum Vitae (CV) with a motivation letter, proof of residence, copy of qualifications, certified ID copy not older than three months to:	Email: <a href="mailto:buhlem@wildtrust.co.za">buhlem@wildtrust.co.za</a> You can also drop off your application at the following station: <ul style="list-style-type: none"> <li>- Ezemvelo Kosi Bay Station (KwaMadlangula)</li> <li>- Ezemvelo Bhanga Nek Station</li> <li>- Ezemvelo Sodwana Bay Station</li> </ul>
Closing date for applications:	17 April 2023

## WILDTRUST - Y.E.S. PROGRAMME VACANCIES

The WILDTRUST is participating in the Youth Employment Services (YES) programme funded by NEDBANK and is aimed at reducing Youth unemployment levels. The YES programme provides a one-year work-based job training experience aimed at affording unemployed youth practical and meaningful work opportunities.

**If you were employed previously on a YES programme you will not be considered for this vacancy.** The WILDTRUST invites applications from unemployed youth, graduates and scholars who are between the ages of 18 and 27 years to apply for the following vacancies:

### PROJECT ADMIN ASSISTANT

Preference will be given to previously disadvantaged individuals. Late applications will be disregarded. The WILDTRUST reserves the right to vary the requirements and not to fill these posts. Correspondence will be limited to short-listed candidates only. If you have not been contacted within 3 weeks after the closing date, please consider your application as unsuccessful.

Vacancy title:	Project Admin Assistant
Number of people required	Project Admin Assistant
Areas of operation	Remote work (working from home)
Salary and Contract Duration	R6 303.78 per month – 12-month contract
Requirements:	<ul style="list-style-type: none"> <li>12. Between 18 and 27 years of age</li> <li>13. MUST have a SARS income tax number and valid email address. If you do not have a tax number, please make means to get one as soon as possible to qualify for this job and payroll</li> <li>14. Must have or be able to open a bank account</li> <li>15. Currently unemployed</li> <li>16. Willing to work from home</li> <li>17. MUST have internet access at home</li> <li>18. Excellent knowledge of MS Office</li> <li>19. Proven experience as an office administrator, office assistant or relevant role</li> <li>20. Outstanding communication and interpersonal abilities</li> <li>21. Excellent organisational and leadership skills</li> <li>22. Good Communication skills (verbal and written)</li> </ul>
Minimum Qualifications Required:	Diploma in office administration or relevant field is preferred. 2-year experience as an office administrator, office assistant or relevant role.
Key Performance Area's	<ul style="list-style-type: none"> <li>8. Manage agendas/travel arrangements/appointments</li> <li>9. Assist with basic data management and report preparation</li> <li>10. Support budgeting (petty cash) and bookkeeping procedures</li> <li>11. Provides administrative and logistical support including meeting arrangement, progress tracking (MOVs), and documentation</li> <li>12. Provide general administrative assistance for the Oceans Alive Project team</li> <li>13. Carry out other specific projects/duties as specified by the Manager</li> </ul>
Send a 3-page Curriculum Vitae (CV) with a motivation letter, copy of qualifications to:	Email: <a href="mailto:nozim@wildtrust.co.za">nozim@wildtrust.co.za</a> / <a href="mailto:asisipom@wildtrust.co.za">asisipom@wildtrust.co.za</a>
Closing date for applications:	17 April 2023