

## 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:

### HOUSEKEEPER

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	1x Housekeeper.
Areas of operation	KwaSokhulu Community Resource Hub
Salary and Contract Duration	R4 781.00 per month – 12-month contract
Requirements:	<ol style="list-style-type: none"> <li>1. Must be from eHlawini, eHlanzeni, eNtongonya, eThukweni, eMalaleni aphantsi, eMalaleni aphezulu, KwaManzamyama or KwaHolinyoka</li> <li>2. Must be between 18 and 27 years of age</li> <li>3. 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>4. Must have or be able to open a bank account.</li> <li>5. Currently unemployed</li> <li>6. If you were employed previously on a YES programmed, you will not be considered for this vacancy.</li> <li>7. Be willing to walk from home to work daily and working on weekends and public holidays if required.</li> <li>8. Ability to work with little supervision and maintain a high level of performance.</li> <li>9. Prioritization and time management skills</li> <li>10. Working quickly without compromising quality</li> <li>11. 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:	<p>Email: <a href="mailto:KwaSokhuluHub@wildtrust.co.za">KwaSokhuluHub@wildtrust.co.za</a></p> <p><b>OR</b> drop off your application at the following station: Sokhulu Tribal Court.</p> <p>For queries, please contact Nonduduzo Mkhize 0828009431</p>
Closing date for applications:	20 March 2024

## ENVIRONMENTAL EDUCATOR

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Vacancy title:	Environmental educator
Number of people required	1x Environmental educators
Areas of operation	KwaSokhulu Community Resource Hub
Salary and Contract Duration	R4 781.00 per month – 12-month contract
Requirements:	<ol style="list-style-type: none"> <li>1. Must be from eHlawini, eHlanzeni, eNtongonya, eThukweni, eMalaleni aphantsi, eMalaleni aphezulu, KwaManzamyama or KwaHolinyoka</li> <li>2. Must be between 18 and 27 years of age</li> <li>3. 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>4. Must have or be able to open a bank account.</li> <li>5. Currently unemployed</li> <li>6. Be willing to walk from home to work daily and working on weekends and public holidays if required.</li> <li>7. Teaching experience</li> <li>8. Computer literate and must have a working knowledge of MS Office programmes</li> <li>9. Confidence to stand Infront of a crowd.</li> <li>10. 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,</li> </ol> <p>supplies and facilities</p>

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<p>Closing date for applications:</p>	<p>20 March 2024</p>

## MAINTENANCE

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Vacancy title:	Maintenance
Number of people required	1x Maintenance
Areas of operation	KwaSokhulu Community Resource Hub
Salary and Contract Duration	R4 781.00 per month – 12-month contract
Requirements:	<ol style="list-style-type: none"> <li>1. Must be from eHlawini, eHlanzeni, eNtongonya, eThukweni, eMalaleni aphantsi, eMalaleni aphezulu, KwaManzamyama or KwaHolinyoka</li> <li>2. Must be between 18 and 27 years of age</li> <li>3. 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>4. Must have or be able to open a bank account.</li> <li>5. Currently unemployed</li> <li>6. Be willing to walk from home to work daily and working on weekends and public holidays if required.</li> <li>7. Operation of various types of tools and equipment safely and efficiently</li> <li>8. Ability to use small power tools and hand tools.</li> <li>9. Strong problem-solving skills</li> <li>10. Excellent time management skills</li> <li>11. Effective communication skills</li> <li>12. 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</li> <li>6. Respond to emergency calls for maintenance and repairs.</li> <li>7. Report all facility or equipment problems to the supervisor.</li> <li>8. Mow, trim, and fertilize green spaces.</li> <li>9. Mulch, edge, and weed gardens.</li> </ol>

	<ol style="list-style-type: none"> <li>10. Prune and trim trees and bushes as per instructions from the supervisor.</li> <li>11. Maintain all gardening equipment and machinery, like mowers, trimmers, and leaf blowers.</li> <li>12. Monitor and maintain the health of plants.</li> <li>13. Deal with pest problems that could damage plants.</li> <li>14. Keep gardens and green spaces clear of litter.</li> <li>15. Planting and caring for vegetables and trees in the greenhouse</li> </ol>
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<p>Closing date for applications:</p>	<p>20 March 2024</p>

## OFFICE ADMINISTRATOR

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Vacancy title:	Office Administrator
Number of people required	1x Office Administrator
Areas of operation	KwaSokhulu Community Resource Hub
Salary and Contract Duration	R4 781.00 per month – 12-month contract
Requirements:	<ol style="list-style-type: none"> <li>1. Must be from eHlawini, eHlanzeni, eNtongonya, eThukweni, eMalaleni aphantsi, eMalaleni aphezulu, KwaManzamyama or KwaHolinyoka</li> <li>2. Must be between 18 and 27 years of age</li> <li>3. 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>4. Must have or be able to open a bank account.</li> <li>5. Currently unemployed</li> <li>6. Be willing to walk from home to work daily and working on weekends and public holidays if required.</li> <li>7. Excellent knowledge of MS Office</li> <li>8. Must have primary knowledge of computer maintenance and software installation.</li> <li>9. 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 Areas	<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> <li>10. Manage agendas/travel arrangements/appointments.</li> <li>11. Manage phone calls and correspondence (e-mail, letters, packages etc.)</li> </ol>

	<p>12. Support budgeting (petty cash) and bookkeeping procedures.</p> <p>13. Track stocks of office supplies and place orders when necessary</p> <p>14. Provides administrative and logistical support including meeting arrangement, progress tracking, and documentation.</p> <p>15. Keep record of all hub registers (meetings, training, COVID registers, school registers and visitors' register)</p> <p>1. Coordinate the room booking system at the hubs for training, lessons, or any other activations.</p>
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<p>Closing date for applications:</p>	<p>20 March 2024</p>



## RESTORATION ASSISTANT

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Vacancy title:	Restoration Assistants
Number of people required:	1x Restoration Assistant
Posts based at:	KwaSokhulu
Salary and Contract Duration	R4 781.00 per month – 12-month contract
Requirements:	<ol style="list-style-type: none"> <li>1. Must be from eHlawini, eHlanzeni, eNtongonya, eThukweni, eMalaleni aphantsi, eMalaleni aphezulu, KwaManzamyama or KwaHolinyoka</li> <li>2. Must be between 18 and 27 years of age</li> <li>3. SARS income tax number and valid email address</li> <li>4. Currently unemployed</li> <li>5. Driver's license</li> <li>6. Be able to walk from home to work daily and working on weekends and public holidays if required i.e. applicants to be from the area where post is based</li> </ol>
Minimum Qualifications Required:	Matric. Any post-matric qualifications in Environmental Management and volunteer or other work experience will be advantageous.
Key Performance Area's	<ol style="list-style-type: none"> <li>1. Assisting with project monitoring and evaluation</li> <li>2. Alien invasive plant clearing</li> <li>3. Indigenous plant propagation and planting</li> <li>4. Solid waste removal</li> <li>5. Data capturing</li> <li>6. Supervise restoration interns and ensure efficiency in restoration team</li> </ol>
Send a 3-page Curriculum Vitae (CV) with a motivation letter to:	Email: <a href="mailto:LelethuB@wildtrust.co.za">LelethuB@wildtrust.co.za</a>  OR drop off your application at the following station:  KwaSokhulu Tribal Court  For queries, please contact Vusumzi 0742437550
Closing date for applications:	20 March 2024

## RESTORATION INTERNS

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Vacancy title:	Restoration interns
Number of people required:	20x Restoration interns
Posts based at:	KwaSokhulu
Salary and Contract Duration	R4 781.00 per month – 12-month contract
Requirements:	<ol style="list-style-type: none"> <li>1. Must be from eHlawini, eHlanzeni, eNtongonya, eThukweni, eMalaleni aphantsi, eMalaleni aphezulu, KwaManzamyama or KwaHolinyoka</li> <li>2. Must be between 18 and 27 years of age</li> <li>3. SARS income tax number and valid email address</li> <li>4. Currently unemployed</li> <li>5. Be able to walk from home to work daily and working on weekends and public holidays if required i.e. applicants to be from the area where post is based</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. Assisting with project monitoring and evaluation</li> <li>2. Alien invasive plant clearing</li> <li>3. Indigenous plant propagation and planting</li> <li>4. Solid waste removal</li> </ol>
Send a 3-page Curriculum Vitae (CV) with a motivation letter to:	<p>Email: <a href="mailto:KwaSokhuluHub@wildtrust.co.za">KwaSokhuluHub@wildtrust.co.za</a></p> <p>OR drop your applications off at the following station:</p> <p>KwaSokhulu Tribal Court</p> <p>For queries, please contact Vusumzi 0742437550</p>
Closing date for applications:	20 March 2024