

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	12x Security Guards
Areas of operation	Mabibi Community Resource Hub KwaDapha Community Resource Hub eNkokukeni Community Resource Hub
Salary and Contract Duration	R4 781 .00 per month – 12-month contract
Requirements:	<ol style="list-style-type: none"> 1. Between 18 and 27 years of age 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. 3. Must have or be able to open a bank account. 4. Currently unemployed 5. Be willing to walk from home to work daily and working on weekends and public holidays if required. 6. A qualification in security training 7. Physical strength and fitness and communication skills (verbal and written) 8. Prior experience as a Security Guard would be advantageous
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"> 1. Inspect and patrol premises regularly. 2. Monitor property entrance. Ensure that guests sign in upon arrival and exit. 3. Authorize entrance of people and vehicles 4. Report any suspicious behaviors and happenings. 5. Secure all exits, doors, and windows. 6. Make guests aware of rules that must be adhered to 7. Remove trespassers or unwanted individuals from the property. 8. Contact the relevant authorities if a crime is committed or an accident occurs. 9. Report to supervisors on a regular basis.
Send a 3-page Curriculum Vitae (CV) with a motivation letter, proof of residence, copy of qualifications to:	<p>Email: Mabibihub@wildtrust.co.za / Kwadaphahub@wildtrust.co.za / EnkovukeniH@wildtrust.co.za</p> <p>OR drop off your application at the following stations:</p> <ul style="list-style-type: none"> - Mabibi Community Resource Hub - KwaDapha Community Resource Hub - Enkovukeni Community Resource Hub <p>For queries, please contact Nomusa Mthembu (076 092 3169), Samukelisiwe Manzini (076 395 3643), Siphamandla Masuku (066 189 7102)</p>
Closing date for applications:	22 March 2024

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	6x Housekeepers
Areas of operation	Mabibi Community Resource Hub KwaDapha Community Resource Hub eNkovukeni Community Resource Hub
Salary and Contract Duration	R4 781.00 per month – 12-month contract
Requirements:	<ol style="list-style-type: none"> 1. Between 18 and 27 years of age 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. 3. Must have or be able to open a bank account. 4. Currently unemployed 5. If you were employed previously on a YES programmed, you will not be considered for this vacancy. 6. Be willing to walk from home to work daily and working on weekends and public holidays if required. 7. Ability to work with little supervision and maintain a high level of performance. 8. Prioritization and time management skills 9. Working quickly without compromising quality 10. Be available for training
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"> 1. Clean entire hub facility (washing dishes, dusting, sweeping, cleaning ceiling vents, restroom cleaning, emptying rubbish bins, dusting shelves, cleaning windows, mopping floors, polishing) 2. Ensure all rooms are cared for and inspected according to standards. 3. Protect equipment and make sure there are no inadequacies. 4. Notify superiors on any damages, deficits, and disturbances. 5. Deal with reasonable complaints/requests with professionalism and patience. 6. Check stocking levels of all consumables and replace when appropriate. 7. Adhere strictly to rules regarding health and safety and be aware of any company-related practices. 8. Deal with reasonable complaints/requests with professionalism and patience.
Send a 3-page Curriculum Vitae (CV) with a motivation letter, proof of residence, copy of qualifications to:	<p>Email: Mabibihub@wildtrust.co.za / Kwadaphahub@wildtrust.co.za EnkovukeniH@wildtrust.co.za</p> <p>OR drop off your application at the following stations:</p> <ul style="list-style-type: none"> - Mabibi Community Resource Hub - KwaDapha Community Resource Hub - eNkovukeni Community Resource Hub <p>For queries, please contact Nomusa Mthembu (076 092 3169), Nokuthula Ngubane (072 770 8956), Samukelisiwe Manzini (076 395 3643), Siphamandla Masuku (066 189 7102)</p>
Closing date for applications:	22 March 2024

PROJECT COMMUNITY SITE ADMIN 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:	Project Community Site Admin Assistant
Number of people required	1x Project Community Site Admin Assistant
Areas of operation	Durban
Salary and Contract Duration	R4 781.00 per month – 12-month contract
Requirements:	<ol style="list-style-type: none"> 1. Between 18 and 27 years of age 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. 3. Must have or be able to open a bank account. 4. Currently unemployed 5. Willing to work from home. 6. MUST have internet access at home. 7. Excellent knowledge of MS Office 8. Proven experience as an office administrator, office assistant or relevant role 9. Outstanding communication and interpersonal abilities 10. Excellent organizational and leadership skills 11. Good Communication skills (verbal and written)
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	<ol style="list-style-type: none"> 1. Manage agendas/travel arrangements/appointments 2. Assist with basic data management and report preparation 3. Support budgeting (petty cash) and bookkeeping procedures 4. Provides administrative and logistical support including meeting arrangement, progress tracking (MOVs), and documentation 5. Provide general administrative assistance for the Oceans Alive Project team 6. Carry out other specific projects/duties as specified by the Manager
Send a 3-page Curriculum Vitae (CV) with a motivation letter, proof of residence, copy of qualifications to:	Email: LelethuB@wildtrust.co.za For queries, please contact Yamukelani Nkalane (0832877867), Nonduduzo Mkhize (0828009431)
Closing date for applications:	22 March 2024

COMMUNITY SITE 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:	Community Site Admin Assistant
Number of people required	1x Community Site Admin Assistant
Areas of operation	Durban
Salary and Contract Duration	R4 781.00 per month – 12-month contract
Requirements:	<ol style="list-style-type: none"> 1. Between 18 and 27 years of age 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. 3. Must have or be able to open a bank account. 4. Currently unemployed 5. Willing to work from home. 6. MUST have internet access at home. 7. Excellent knowledge of MS Office 8. Proven experience as an office administrator, office assistant or relevant role 9. Outstanding communication and interpersonal abilities 10. Excellent organizational and leadership skills 11. Good Communication skills (verbal and written)
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	<ol style="list-style-type: none"> 1. Manage agendas/travel arrangements/appointments 2. Assist with basic data management and report preparation 3. Support budgeting (petty cash) and bookkeeping procedures 4. Provides administrative and logistical support including meeting arrangement, progress tracking (MOVs), and documentation 5. Provide general administrative assistance for the Oceans Alive Project team 6. Carry out other specific projects/duties as specified by the Manager
Send a 3-page Curriculum Vitae (CV) with a motivation letter, proof of residence, copy of qualifications to:	<p>Email: LelethuB@wildtrust.co.za</p> <p>For queries, please contact Yamukelani Nkalane (0832877867), Nonduduzo Mkhize (0828009431)</p>
Closing date for applications:	22 March 2024

COMMUNITY SITE 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:	Community Site Admin Assistant
Number of people required	1x Community Site Admin Assistant
Areas of operation	Manguzi
Salary and Contract Duration	R4 781.00 per month – 12-month contract
Requirements:	<ol style="list-style-type: none"> 1. Between 18 and 27 years of age 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. 3. Must have or be able to open a bank account. 4. Currently unemployed 5. Willing to work from home. 6. MUST have internet access at home. 7. Excellent knowledge of MS Office 8. Proven experience as an office administrator, office assistant or relevant role 9. Outstanding communication and interpersonal abilities 10. Excellent organizational and leadership skills 11. Good Communication skills (verbal and written)
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	<ol style="list-style-type: none"> 1. Manage agendas/travel arrangements/appointments 2. Assist with basic data management and report preparation 3. Support budgeting (petty cash) and bookkeeping procedures 4. Provides administrative and logistical support including meeting arrangement, progress tracking (MOVs), and documentation 5. Provide general administrative assistance for the Oceans Alive Project team 6. Carry out other specific projects/duties as specified by the Manager
Send a 3-page Curriculum Vitae (CV) with a motivation letter, proof of residence, copy of qualifications to:	Email: LelethuB@wildtrust.co.za For queries, please contact Yamukelani Nkalane (0832877867), Nonduduzo Mkhize (0828009431)
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ENVIRONMENTAL EDUCATORS

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:	Environmental educator
Number of people required	6x Environmental educators
Areas of operation	Mabibi Community Resource Hub KwaDapha Community Resource Hub eNkovukeni Community Resource Hub
Salary and Contract Duration	R4 781.00 per month – 12-month contract
Requirements:	<ol style="list-style-type: none"> 1. Between 18 and 27 years of age 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. 3. Must have or be able to open a bank account. 4. Currently unemployed 5. Be willing to walk from home to work daily and working on weekends and public holidays if required. 6. Teaching experience 7. Computer literate and must have a working knowledge of MS Office programmes 8. Confidence to stand Infront of a crowd. 9. Good communication skills (verbal and written)
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"> 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. 2. Engage with schools to book visiting slots. 3. Host a minimum of 3 marine awareness event activations per year at each hub, specifically aimed at younger (<10 years) children, including film screening and story reading activations. 4. Assisting and host visitors at the library to locate books and with internet access. 5. Develop and coordinate greening initiatives at the hubs. 6. Host all hub visitors and ensure health and safety of visiting learners/students, teachers, parents, and co-workers at the hubs. 7. Assist in the maintenance and storage of library and activation equipment, supplies and facilities
Send a 3-page Curriculum Vitae (CV) with a motivation letter, proof of residence, copy of qualifications to:	<p>Email: Mabibihub@wildtrust.co.za / Kwadaphahub@wildtrust.co.za EnkovukeniH@wildtrust.co.za</p> <p>OR drop off your application at the following stations:</p> <ul style="list-style-type: none"> - Mabibi Community Resource Hub - KwaDapha Community Resource Hub - eNkovukeni Community Resource Hub <p>For queries, please contact Nomusa Mthembu (076 092 3169), Samukelisiwe Manzini (076 395 3643) Siphamandla Masuku (066 189 7102)</p>
Closing date for applications:	22 March 2024

SCHOOL TEACHING AND ADMIN 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:	Teaching and admin assistant
Number of people required	92xTeaching and admin assistants
Areas of operation	Schools in Mabibi, Manzengwenya, KwaDapha, eMalangeni, Myayiza, Mqobela, KwaZibi, KwaMpukane, eNkovukeni, KwaMazambane, Hlomula, Mvutshana, Ezinqeni, Othungwini, Qongwane, eSiphahleni.
Salary and Contract Duration	R4 781.00 per month – 12-month contract
Requirements:	<ol style="list-style-type: none"> 1. Between 18 and 27 years of age 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 3. Must have or be able to open a bank account. 4. Currently unemployed 5. Have own transport or be willing to walk from home to work (school) daily
Minimum Qualifications Required:	<ol style="list-style-type: none"> 1. School Teaching Assistants: Matric. Any relevant post-matric qualifications, and relevant volunteer or other work experience will be advantageous. 2. School Administration Clerks: Matric. Any relevant post-matric qualifications, and relevant volunteer or other work experience will be advantageous. 3. School maintenance, grounds, and cleaning Assistants: Grade 8. Any relevant volunteer or work experience would be advantageous.
Key Performance Area's	<ol style="list-style-type: none"> 1. School Teaching Assistants <ol style="list-style-type: none"> a) Taking class registers b) Preparing teaching materials for classes c) Assisting teachers with lessons d) Supporting teachers in managing classrooms e) Supervising group activities where required. f) Helping with outings and events 2. School Administration Clerks <ol style="list-style-type: none"> a) Assist the school principal with administrative duties as required. b) Assist with managing school files such as registers. c) Generate reports and letters. d) Arrange school meetings and record meeting minutes. e) Assist school visitors. f) Handle phone calls and answer emails. 3. School Maintenance Assistant <ol style="list-style-type: none"> a) Help with school maintenance such as painting and repairs. b) Help with maintaining the school grounds and/or gardens. c) Cleaning of school grounds and facilities, including ablution facilities
Send a 3-page Curriculum Vitae (CV) with a motivation letter, proof of residence, copy of qualifications to:	<p>Email: XolaniM@wildtrust.co.za</p> <p>IN THE SUBJECT LINE, STATE THE SCHOOL YOU ARE APPLYING TO.</p> <p>OR drop off your application at the following stations:</p> <ul style="list-style-type: none"> - Mabibi Community Resource Hub - KwaDapha Community Resource Hub - eNkovukeni Community Resource Hub <p>For queries, please contact Yamukelani Nkhalane (0832877867)</p>
Closing date for applications:	22 March 2024

MAINTENANCE

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:	Maintenance
Number of people required	3x Maintenance
Areas of operation	Mabibi Community Resource Hub Mabibi Community Resource Hub eNkokukeni Community Resource Hub
Salary and Contract Duration	R4 781.00 per month – 12-month contract
Requirements:	<ol style="list-style-type: none"> 1. Between 18 and 27 years of age 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. 3. Must have or be able to open a bank account. 4. Currently unemployed 5. Be willing to walk from home to work daily and working on weekends and public holidays if required. 6. Operation of various types of tools and equipment safely and efficiently 7. Ability to use small power tools and hand tools. 8. Strong problem-solving skills 9. Excellent time management skills 10. Effective communication skills 11. Good hand-eye coordination
Minimum Qualifications Required:	Matric. Sound knowledge of general work.
Key Performance Area's	<ol style="list-style-type: none"> 1. Management and maintenance of the storeroom (moving boxes, equipment, furniture etc. into or out of storage) 2. Ensure all equipment allocation and practical rooms are set up and maintained in a safe and serviceable condition. 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. 4. Perform routine building maintenance duties, including painting, minor electrical repairs, plumbing, carpentry. 5. Maintain inventory of hub equipment 6. Respond to emergency calls for maintenance and repairs. 7. Report all facility or equipment problems to the supervisor. 8. Mow, trim, and fertilize green spaces. 9. Mulch, edge, and weed gardens. 10. Prune and trim trees and bushes as per instructions from the supervisor. 11. Maintain all gardening equipment and machinery, like mowers, trimmers, and leaf blowers. 12. Monitor and maintain the health of plants. 13. Deal with pest problems that could damage plants. 14. Keep gardens and green spaces clear of litter. 15. Planting and caring for vegetables and trees in the greenhouse

<p>Send a 3-page Curriculum Vitae (CV) with a motivation letter, proof of residence, copy of qualifications to:</p>	<p>Email: Mabibihub@wildtrust.co.za / Kwadaphahub@wildtrust.co.za EnkovukeniH@wildtrust.co.za</p> <p>OR drop off your application at the following stations:</p> <ul style="list-style-type: none">- Mabibi Community Resource Hub- KwaDapha Community Resource Hub- Enkovukeni Community Resource Hub <p>For queries, please contact Nomusa Mthembu (076 092 3169), Samukelisiwe Manzini (076 395 3643) Siphamandla Masuku (066 189 7102)</p>
<p>Closing date for applications:</p>	<p>22 March 2024</p>

OFFICE ADMINISTRATOR

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Vacancy title:	Office Administrator
Number of people required	3x Office Administrator
Areas of operation	Mabibi Community Resource Hub KwaDapha Community Resource Hub eNkovukeni Community Resource Hub
Salary and Contract Duration	R4 781.00 per month – 12-month contract
Requirements:	<ol style="list-style-type: none"> 1. Between 18 and 27 years of age 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. 3. Must have or be able to open a bank account. 4. Currently unemployed 5. Be willing to walk from home to work daily and working on weekends and public holidays if required. 6. Excellent knowledge of MS Office 7. Must have primary knowledge of computer maintenance and software installation. 8. Excellent written and verbal communication skills
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"> 1. Assist customers with photocopying, printing, laminating, scanning, binding, email. 2. Responsible for setting up and operating AV equipment, sound systems, slide and video projectors, etc. 3. Assisting customers with internet access and ensuring their technical needs are met. 4. Typing up documents e.g. CVs, motivational letters, invoices 5. Monitor the number of minutes or hours visitors will use the computer or internet. 6. Installing and configuring hardware and software components to ensure usability. 7. Troubleshooting hardware and software issues 8. Installing and upgrading anti-virus software to ensure security at the user level. 9. Check and maintain computer hardware such as mouses and keyboards. 10. Manage agendas/travel arrangements/appointments. 11. Manage phone calls and correspondence (e-mail, letters, packages etc.) 12. Support budgeting (petty cash) and bookkeeping procedures. 13. Track stocks of office supplies and place orders when necessary 14. Provides administrative and logistical support including meeting arrangement, progress tracking, and documentation. 15. Keep record of all hub registers (meetings, training, COVID registers, school registers and visitors' register) 16. Coordinate the room booking system at the hubs for training, lessons, or any other activations

Send a 3-page Curriculum Vitae (CV) with a motivation letter, proof of residence, copy of qualifications to:	Email: Mabibihub@wildtrust.co.za / Kwadaphahub@wildtrust.co.za EnkovukeniH@wildtrust.co.za OR drop off your application at the following stations: <ul style="list-style-type: none">- Mabibi Community Resource Hub- KwaDapha Community Resource Hub- eNkovukeni Community Resource Hub For queries, please contact Nomusa Mthembu (076 092 3169), Samukelisiwe Manzini (076 395 3643) Siphamandla Masuku (066 189 7102)
Closing date for applications:	22 March 2024

YES ASSISTANTS

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Vacancy title:	YES Assistants
Number of people required	42x YES Assistants
Areas of operation	<p>Mabibi Community Resource Hub 2x Bakery and Café Assistants 2x Craft Initiative Assistants 2x Early Childhood Development Assistants 2x Child After-school Care Assistants- Primary school level 2x Child After-school Care Assistants- High school level 2x Vulnerable Household Support 2x Gardening Assistants</p> <p>KwaDapha Community Resource Hub 2x Bakery and Café Assistants 2x Craft Initiative Assistants 2x Early Childhood Development Assistants 2x Child After-school Care Assistants- Primary school level 2x Child After-school Care Assistants- High school level 2x Vulnerable Household Support 2x Gardening Assistants</p> <p>eNkovukeni Community Resource Hub 2x Bakery and Café Assistants 2x Craft Initiative Assistants 2x Early Childhood Development Assistants 2x Child After-school Care Assistants- Primary school level 2x Child After-school Care Assistants- High school level 2x Vulnerable Household Support 2x Gardening Assistants</p>
Salary and Contract Duration	R4 781.00 per month – 12-month contract
Requirements:	<ol style="list-style-type: none"> 1. Between 18 and 27 years of age 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. 3. Must have or be able to open a bank account. 4. Currently unemployed 5. Be willing to walk from home to work daily and work on weekends and public holidays if required. 6. Excellent knowledge of MS Office 7. Excellent written and verbal communication skills 8. Very presentable, friendly, caring, and well-spoken with good English.

	<ol style="list-style-type: none"> 9. Must have Tour-guiding or tourism diploma/degree or have volunteered in nature organisations. 10. Compassionate, caring individuals that want to help others. 11. Must have a Diploma or degree in teaching, nursing, social work, psychology, etc
Minimum Qualifications Required:	Matric or Diploma in social development or any related field and 1-year relevant experience in related field would be advantageous
Key Performance Area's	<ol style="list-style-type: none"> 1. Provide support to the bakery and café staff, including assisting with service, making meals for children at creche, and preparing after school care meals. 2. Provide support at the craft Centre, including assisting with labeling crafts, assist at the craft Centre, and support local crafters. 3. Assist Early Childhood Development staff with activities at the creche, including facilitating fun and educational activities and coordinate meal provision for the children. 4. Provide after school support for primary school learners, including assisting with homework, reading, playing educational games, coordinate movie afternoons, and fun activities for learners. 5. Provide after school support for high school learners, including assisting with homework, facilitate access to the library and computers for school projects and assignments. 6. Provide support to vulnerable households, including delivering food packages, and teaching community members about efficient cooking methods. 7. Assist with the establishment of kitchen gardens, tend to the seedling tunnels and gardens.
Send a 3-page Curriculum Vitae (CV) with a motivation letter, proof of residence, copy of qualifications to:	<p>Email: Mabibihub@wildtrust.co.za / Kwadaphahub@wildtrust.co.za EnkovukeniH@wildtrust.co.za</p> <p>OR drop off your application at the following stations:</p> <ul style="list-style-type: none"> - Mabibi Community Resource Hub - KwaDapha Community Resource Hub - eNkovukeni Community Resource Hub <p>For queries, please contact Nomusa Mthembu (076 092 3169), Samukelisiwe Manzini (076 395 3643) Siphamandla Masuku (066 189 7102)</p> <p>IN THE SUBJECT LINE, PLEASE INDICATE WHICH POST YOU ARE APPLYING FOR</p>
Closing date for applications:	22 March 2024

SMALL BUSINESS LIASON OFFICER

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:	Small Business Liaison Officer
Number of people required	3x Small Business Liaison Officer
Areas of operation	Mabibi Community Resource Hub KwaDapha Community Resource Hub eNkovukeni Community Resource Hub
Salary and Contract Duration	R4 781.00 per month – 12-month contract
Requirements:	<ol style="list-style-type: none"> 1. Between 18 and 27 years of age 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. 3. Must have or be able to open a bank account. 4. Currently unemployed 5. Be willing to walk from home to work daily and working on weekends and public holidays if required. 6. Computer literacy with good English and written skills
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"> 1. Coordinate training activities for micro-enterprise development beneficiaries. 2. Keep training records, liaise with trainers and trainees. 3. Assist trainers during training sessions. 4. Provide general assistance on enterprise development activities
Send a 3-page Curriculum Vitae (CV) with a motivation letter, proof of residence, copy of qualifications to:	Email Mabibihub@wildtrust.co.za / Kwadaphahub@wildtrust.co.za / EnkovukeniH@wildtrust.co.za OR drop off your application at the following stations: <ul style="list-style-type: none"> - Mabibi Community Resource Hub - KwaDapha Community Resource Hub - eNkovukeni Community Resource Hub For queries, please contact Nomusa Mthembu (076 092 3169), Samukelisiwe Manzini (076 395 3643) Siphamandla Masuku (066 189 7102)
Closing date for applications:	22 March 2024

RESTORATION INTERNS

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Vacancy title:	Restoration interns
Number of people required	30x Restoration interns
Posts based at:	10x eNkovukeni 10x kwDapha 10x Mabibi
Salary and Contract Duration	R4 781.00 per month – 12-month contract
Requirements:	<ol style="list-style-type: none"> 1. Between 18 and 27 years of age 2. SARS income tax number and valid email address 3. Currently unemployed 4. 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
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"> 1. Assisting with project monitoring and evaluation 2. Alien invasive plant clearing 3. Indigenous plant propagation and planting 4. Solid waste removal
Send a 3-page Curriculum Vitae (CV) with a motivation letter to:	LelethuB@wildtrust.co.za For queries, please contact Vusumzi Tsipa (0742437550)
Closing date for applications:	22 March 2024

RESTORATION ASSISTANT

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Number of Available posts and Vacancy title:	3 Restoration Assistants
Posts based at:	eNkovukeni kwDapha Mabibi
Salary and Contract Duration	R4 781.00 per month – 12-month contract
Requirements:	Between 18 and 27 years of age SARS income tax number and valid email address Currently unemployed Driver’s license 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
Minimum Qualifications Required:	Matric. Any relevant post-matric qualifications in Environmental management and volunteer or other work experience will be advantageous.
Key Performance Area’s	Assisting with project monitoring and evaluation Alien invasive plant clearing Indigenous plant propagation and planting Solid waste removal Data capturing Supervise restoration interns and ensure efficiency in restoration team
Send a 3-page Curriculum Vitae (CV) with a motivation letter to:	LelethuB@wildtrust.co.za For queries, please contact Vusumzi Tsipa (0742437550)
Closing date for applications:	22 March 2024

BEACH STEWARDS

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Vacancy title:	Beach Steward
Number of people required:	4x Beach Stewards
Areas of operation	Sodwana.
Salary and Contract Duration	R4 781.00 per month – 12-month contract
Requirements:	<ol style="list-style-type: none"> 1. Between 18 and 27 years of age 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 3. Must have or be able to open a bank account 4. Currently unemployed 5. Be willing to walk from home to work daily and working on weekends and public holidays if required 6. Be willing to learn about marine life, especially protected species and beaches 7. Possess a friendly disposition and good public speaking skills 8. Have good organisation and communication skills 9. Be available for training
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"> 1. Monitoring of beach user activity and visitor trends 2. Conducting visitor surveys 3. Conducting fisheries related surveys and monitoring 4. Assisting with environmental education for school children and community members visiting the beaches. 5. Promoting marine conservation and helping beach managers with compliance and monitoring such as beach patrols and relevant data collection. 6. Assisting with beach clean-up activities for waste disposal and recycling 7. Assisting to keep parking and picnic areas at beach access points safe and clean 8. Assisting management staff with general repairs and maintenance of facilities <p>and equipment</p>
Send your Curriculum Vitae (CV) with a motivation letter to:	Email: NokwandaN@wildtrust.co.za IN THE SUBJECT LINE, PLEASE INDICATE WHICH STATION AND POST YOU ARE APPLYING FOR For queries, please contact Yamukelani Nkalane (0832877867)
Closing date for applications:	22 March 2024

STATION GENERAL ASSISTANT

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Vacancy title:	Station General Assistant
Number of people required	2x Station General assistant
Areas of operation	Kosi Bay and Manzengwenya
Salary and Contract Duration	R4 781.00 per month – 12-month contract
Requirements:	<ol style="list-style-type: none"> 1. Between 18 and 27 years of age 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 3. Must have or be able to open a bank account 4. Currently unemployed 5. If you were employed previously on a YES programme you will not be considered for this vacancy 6. Be willing to walk from home to work daily and working on weekends and public holidays if required 7. Must have knowledge about marine life 8. Have good administrative skills 9. Possess a friendly disposition and good public speaking skills 10. Be available for training
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"> 1. Perform maintenance support 2. Ensure that the building is painted and in good condition. 3. Conduct minor electrical repairs of the building. 4. Perform plumbing services as and when required 5. Engage in carpentry work as and where required.
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: NokwandaN@wildtrust.co.za IN THE SUBJECT LINE, PLEASE INDICATE WHICH STATION AND POST YOU ARE APPLYING FOR For queries, please contact Yamukelani Nkalane (0832877867)
Closing date for applications:	22 March 2024

ADMIN ASSISTANT

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Vacancy title:	Admin Assistant
Number of people required	3x Admin assistant
Areas of operation	Sodwana Bay Bhanga Nek Mapelane/ St Lucia
Salary and Contract Duration	R4 781.00 per month – 12-month contract
Requirements:	<ol style="list-style-type: none"> 1. Between 18 and 27 years of age 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. 3. Must have or be able to open a bank account 4. Currently unemployed 5. If you were employed previously on a YES programme you will not be considered for this vacancy 6. Be willing to walk from home to work daily and working on weekends and public holidays if required 7. Must have knowledge about marine life 8. Have good administrative skills 9. Possess a friendly disposition and good public speaking skills 10. Be available for training
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"> 1. To help Station Managers with record-keeping and admin, and stores and supplies management 2. To help prepare for the turtle season, enter data out of season and support monitors during the season 3. To help Ezemvelo with other work at the station out of season as well - driving to get supplies etc.
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: NokwandaN@wildtrust.co.za IN THE SUBJECT LINE, PLEASE INDICATE WHICH STATION AND POST YOU ARE APPLYING FOR For queries, please contact Yamukelani Nkhalane (0832877867)
Closing date for applications:	22 March 2024

STATION HOUSEKEEPERS

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Vacancy title:	Station Housekeeper
Number of people required	5x Housekeepers
Areas of operation	4x Ezemvelo Bhanga Nek 1x Manzengwenya Station
Salary and Contract Duration	R4 781.00 per month – 12-month contract
Requirements:	<ol style="list-style-type: none"> 1. Between 18 and 27 years of age 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 3. Must have or be able to open a bank account 4. Currently unemployed 5. If you were employed previously on a YES programme you will not be considered for this vacancy 6. Be willing to walk from home to work daily and working on weekends and public holidays if required 7. Ability to work with little supervision and maintain a high level of performance 8. Prioritisation and time management skills 9. Working quickly without compromising quality 10. Be available for training
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"> 1. Cleaning (washing dishes, doing laundry, dusting, sweeping, cleaning ceiling vents, restroom cleaning, emptying rubbish bins, dusting shelves, cleaning windows, mopping floors, polishing) 2. Ensure all rooms are cared for and inspected according to standards 3. Support visitors that stay on site 4. Protect equipment and make sure there are no inadequacies 5. Notify Station Manager on any damages and disturbances 6. Deal with reasonable complaints/requests with professionalism and patience 7. Check stocking levels of all consumables and report to Station Manager
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:	<p>Email: NokwandaN@wildtrust.co.za</p> <p>You can also drop off your application at the following stations:</p> <ul style="list-style-type: none"> - Ezemvelo Kosi Bay Station (KwaMadlangula) - Ezemvelo Bhanga Nek Station - Ezemvelo Sodwana Bay Station <p>IN THE SUBJECT LINE, PLEASE INDICATE WHICH STATION AND POST YOU ARE APPLYING FOR</p> <p>For queries, please contact Yamukelani Nkalane (0832877867)</p>
Closing date for applications:	22 March 2024

HANDYMAN

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Vacancy title:	Handyman
Number of people required	5x Handyman
Areas of operation	4x Ezemvelo Bhanga Nek 1x Mapelane/ St Lucia
Salary and Contract Duration	R4 781.00 per month – 12-month contract
Requirements:	<ol style="list-style-type: none"> 1. Between 18 and 27 years of age 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. 3. Must have or be able to open a bank account 4. Currently unemployed 5. If you were employed previously on a YES programme you will not be considered for this vacancy 6. Be willing to walk from home to work daily and working on weekends and public holidays if required 7. Ability to work with little supervision and maintain a high level of performance 8. Prioritization and time management skills 9. Working quickly without compromising quality 10. Be available for training
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"> 1. To assist with maintenance, washing and care of quad bikes, generators, boats, and associated equipment
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:	<p>Email: NokwandaN@wildtrust.co.za</p> <p>You can also drop off your application at the following station:</p> <ul style="list-style-type: none"> - Ezemvelo Kosi Bay Station (KwaMadlangula) - Ezemvelo Bhanga Nek Station - Ezemvelo Sodwana Bay Station <p>IN THE SUBJECT LINE, PLEASE INDICATE WHICH STATION AND POST YOU ARE APPLYING FOR</p> <p>For queries, please contact Yamukelani Nkalane (0832877867)</p>
Closing date for applications:	22 March 2024

MECHANICAL 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:	Mechanical Assistant
Number of people required	1x Mechanical Assistant
Areas of operation	Sodwana Bay
Salary and Contract Duration	R4 781.00 per month – 12-month contract
Requirements:	<ol style="list-style-type: none"> 1. Between 18 and 27 years of age 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. 3. Must have or be able to open a bank account 4. Currently unemployed 5. If you were employed previously on a YES programme you will not be considered for this vacancy 6. Be willing to walk from home to work daily and working on weekends and public holidays if required 7. Ability to work with little supervision and maintain a high level of performance 8. Prioritization and time management skills 9. Working quickly without compromising quality 10. Be available for training
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	Perform routine building maintenance duties, including painting, minor electrical repairs, plumbing, carpentry.
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:	<p>Email: NokwandaN@wildtrust.co.za</p> <p>You can also drop off your application at the following station:</p> <ul style="list-style-type: none"> - Ezemvelo Kosi Bay Station (KwaMadlangula) - Ezemvelo Bhanga Nek Station - Ezemvelo Sodwana Bay Station <p>IN THE SUBJECT LINE, PLEASE INDICATE WHICH STATION AND POST YOU ARE APPLYING FOR</p> <p>For queries, please contact Yamukelani Nkhalane (0832877867)</p>
Closing date for applications:	22 March 2024

GARDENERS

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Vacancy title:	Gardener
Number of people required	1x Gardener
Areas of operation	Sodwana Bay
Salary and Contract Duration	R4 781.00 per month – 12-month contract
Requirements:	<ol style="list-style-type: none"> 1. Between 18 and 27 years of age 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. 3. Must have or be able to open a bank account 4. Currently unemployed 5. Be willing to walk from home to work daily and working on weekends and public holidays if required 6. Knowledge of local pests and how to eliminate them 7. Knowledge of synthetic and natural fertilizers 8. The ability to lift heavy objects 9. The ability to remain on your feet for long periods of time 10. A love of the outdoors and plant life
Minimum Qualifications Required:	Grade 10 as minimum qualification. Experience as a Gardener.
Key Performance Area's	<ol style="list-style-type: none"> 1. Mow, trim and fertilize green spaces 2. Mulch, edge and weed gardens 3. Prune and trim trees and bushes as per instructions from the supervisor 4. Maintain all gardening equipment and machinery, like mowers, trimmers, and leaf blowers 5. Monitor and maintain the health of plants 6. Deal with pest problems that could damage plants 7. Keep gardens and green spaces clear of litter 8. Planting and caring for vegetables and trees in the greenhouse
Send a 3-page Curriculum Vitae (CV) with a motivation letter, proof of residence, copy of qualifications to:	<p>Email: Email: NokwandaN@wildtrust.co.za You can also drop off your application at the following station:</p> <ul style="list-style-type: none"> - Ezemvelo Kosi Bay Station (KwaMadlangula) - Ezemvelo Bhanga Nek Station - Ezemvelo Sodwana Bay Station <p>IN THE SUBJECT LINE, PLEASE INDICATE WHICH STATION AND POST YOU ARE APPLYING FOR For queries, please contact Yamukelani Nkalane (0832877867)</p>
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