



Important Bird and Biodiversity Areas Programme - Part-time Position in Admin Support

As a conservation NPO, BirdLife South Africa strives to conserve birds, their habitats and biodiversity through scientifically-based programmes, through supporting the sustainable and equitable use of natural resources and through encouraging people to enjoy and value nature. The Important Bird and Biodiversity Areas (IBA) Programme is offering an exciting opportunity to someone with administration and/or marketing skills and an interest in conservation, and who would like to make a contribution to the conservation of the natural environment. The position will give the successful candidate exposure to the inner workings of a conservation NPO, specifically the vitally important administration skills that provide the framework for any successful conservation programme. Should the candidate prove his/her commitment, passion and ability during the course of the year, the position could result in a permanent offer of employment.

Period of internship

This part-time, contracted position will be for one year, commencing 1 March 2017, and will require the person to commit to a minimum of 64 working hours per month, scheduled in a manner to be discussed with the IBA Programme Manager.

Candidates should be willing to commit to the position for at least twelve (12) months.

Qualifications

Preference would be given to applicants who have completed a relevant degree/diploma in the field of marketing, administration, a B. Com. (or similar), or who has relevant administrative and/or marketing work experience.

Other competencies

- A passion for conservation and the natural environment;
- Proficiency in Microsoft Office Word, Excel and PowerPoint;
- Excellent writing skills;
- Obsessive attention to detail;
- Confidence, energy, self-discipline, self-motivation and strong people skills;
- Code 8 drivers licence;
- Good general knowledge about birds.

The successful candidate will be based at Isdell House, BirdLife South Africa's head office in Dunkeld West, Johannesburg, and will report to the Manager of the IBA Programme. Remuneration will be discussed with applicants who are invited for an interview.

Interested applicants should please send their CV and a motivation letter (one page maximum) to Daniel Marnewick at daniel.marnewick@birdlife.org.za before **17 February 2017**. Short-listed applicants must be available for a possible interview at BirdLife South Africa's head office. BirdLife South Africa reserves the right not to make an appointment.