



12<sup>th</sup> September 2016

## VACANCY AT WESSA

### **Environmental Skills Development Training Officer – Johannesburg-based**

WESSA is an accredited training provider supporting the environmental sector across South Africa and the SADC region.

An exciting and challenging position is now available for a Training officer within SustainEd. This suitably competent individual will coordinate, implement and support skills development training. The role requires strong communication and facilitation skills with experience of material development an advantage. The position will be based in WESSA's Bryanston office, Johannesburg.

#### **Key Performance Areas include**

- Develop materials and resources for both accredited and non-accredited environmental learning programmes
- Coordination of projects focused on environmental skills development
- Facilitate environmental learning programmes
- Conduct outcomes-based assessment and evaluation of environmental learning programmes
- Oversee and assist with administrative duties

#### **Minimum qualification required**

- A 3 year diploma or degree in a relevant study area
- A Train-the-Trainer, Facilitator, Assessor qualification(s) would be an advantage, particularly within the environmental sector.

#### **Behavioural skills required**

- Confidence, high energy levels and enthusiasm
- Innovation and creativity
- Excellent interpersonal skills
- Strong attention to detail
- Ability to work independently and as part of a team
- Ability to work under pressure



### **Technical skills required**

- Strong facilitation skills
- Experience developing and implementing both accredited and non-accredited educational learning programmes
- Attention to detail - excellent knowledge of topics facilitated
- Good general knowledge and competency for working with adult groups
- General knowledge of South African training landscape
- Strong working knowledge of quality management systems for education and training
- Proven experience coordinating administration systems and processes to a high consistent and professional standard
- Valid driver's license and experience essential
- Highly computer literate
- First Aid Skills
- Excellent communication skills both verbal and written
- Project management skills (including proposal development and fundraising) an advantage

### **Other attributes that would be considered advantageous**

Strong commitment to building the capacity of WESSA to deliver environmental skills development  
Excellent work ethic  
Integrity and commitment to quality

*Things are changing, but for the moment it has been left to a relatively small number of committed individuals in South Africa to address environmental issues and sustainability challenges through human capacity development. Join us in our work as a growing number of people who are able to recognise the significant role education and training can play in securing a healthy future for the Earth.*

This position reports to the SustainEd Business Unit Leader: Claire Herbst

### **Salary to be discussed**

#### **Please forward your application to:**

Sarah Alcock,

Human Resources, [sarah@wessa.co.za](mailto:sarah@wessa.co.za)

Contact details: 033 3303931

Closing date for applications: Friday 23<sup>rd</sup> September 2016 at 5pm