



**VACANCY: RESOURCE DEVELOPMENT SUPPORT
(ONE YEAR FIXED-TERM CONTRACT)**

Position Title: Resource Development Support
Location: Stellenbosch
Reporting Line: Chief Development Officer

Job Purpose

The purpose of a Resource Development Support is to work in the Resource Development unit – in particular in supporting the Combatting Wildlife Crime unit and Resource Developer - in liaising with field teams, gathering, synthesising and structuring information on programme and project progress. The role will involve writing concise and informative reports and analysing data/information to convey project progress and impact.

Requirements

- Qualification in social sciences/communications/similar.
- A qualification in report writing (certificate/diploma)
- Experience working with or knowledge of local and international conservation NGOs and donors
- Knowledge of conservation programmes and organisations
- The ability to write clear, compelling reports (exceptional verbal and written communication skills (English))
- The ability to collate and synthesise complex technical information from disparate sources/stakeholders to provide timely and impactful reports, which requires an ability to build relationships with staff from diverse stakeholder groups, often in remote areas
- Basic understanding of data analysis and interpretation
- Keen eye for detail and accuracy
- Ability to work under pressure in a fast-paced and changing environment and honour deadlines
- Ability to travel as required
- Possession of a valid driver's license.

Advantageous:

- Advanced computer skills, particularly in using MS Word, MS Excel, MS PowerPoint and MS Publisher; and
- Ability to populate/use Excel for the development of infographics/dashboards using tools such as Power BI.

Responsibilities and duties

- Gather, collate and synthesise data and information from Combatting Wildlife Crime Programme stakeholders
- Develop high-quality reports and supporting documentation in line with donor criteria and Combatting Wildlife Crime Programme requirements
- Be prepared and willing to perform tasks outside the given job description when asked from time to time

Interested candidates are invited to submit a cover letter detailing their interest in and suitability for the position, as well as a Curriculum Vitae, with the contact details of three references. These should be submitted by **21 October 2020**.

A competitive salary package will be negotiated, based on qualifications and experience.

Applications should be submitted to:

Human Resources

Peace Parks Foundation

11 Termo Road, Techno Park

P.O. Box 12743, Die Boord, Stellenbosch, South Africa

Email: applications@peaceparks.org

SHORTLISTED CANDIDATES will be contacted to attend an interview. The interview may include a short assessment.