



**SOUTH AFRICAN NATIONAL PARKS
VACANCY
GARDEN ROUTE INITIATIVE**

Closing Date: 11 February 2008



The Garden Route Initiative (GRI) is a partnership programme that seeks to conserve and restore the unique biodiversity and sense of place of the Garden Route, while supporting the sustainable management of the area and the delivery of benefits to local communities. The GRI is a component project of the Cape Action for People and the Environment Programme (C.A.P.E.), and is supported by a grant from the Global Environment Facility through the World Bank.

South African National Parks currently offers a challenging career opportunity to appropriately qualified and experienced persons with the Garden Route Initiative Project Management Unit (PMU), based in Knysna.

GARDEN ROUTE INITIATIVE: SECRETARY / ADMINISTRATOR

This position will provide secretarial and administrative support to the Garden Route Initiative Project Management Unit.

Responsibilities

The key responsibilities of the successful candidate will include the following:

- Convening, and taking and producing minutes of meetings of the GRI Steering Committee, GRI Task Team, and various other GRI working groups and forums, as well as capturing and producing the proceedings of workshops.
- Managing and maintaining a database of GRI stakeholder contacts and emailing lists.
- Making logistical arrangements for meetings and workshops as well as the activities of the GRI PMU staff.
- Reception of phone calls and visitors to the GRI PMU office.
- Various office administration tasks including procurement, basic financial management and reporting, filing, and producing documents.
- Other support functions as may be required to ensure the efficient functioning of the GRI PMU office and staff.

Requirements

Prospective candidates must be in possession of a matriculation certificate, and at least three years working experience as a secretary or administrative assistant in a professional office environment. While not a prerequisite a qualification in secretarial skills, office administration or a related field would be a distinct advantage. In addition applicants should also have the following skills and competencies:

- Good typing skills and minute taking ability.
- Good organisational skills and a proven ability to prioritize activities and work under pressure and to deadlines.
- Sound interpersonal skills and the ability to work effectively with a wide diversity of people.
- Good language proficiency in spoken and written English and either Afrikaans or Xhosa.
- Computer literacy and proficiency in the MS Office suit.
- Possession of a code EB(08) drivers license.

This fixed term contract position is offered for a duration of 1 year, with 3 months probation, renewable for up to three years subject to availability of funding and satisfactory performance.

A competitive salary package commensurate with skills and experience is offered.

Please send your applications accompanied by a CV and certified copies of qualifications to:

SANParks Garden Route Region, Human Resources
Att: Marie Baard
P O Box 3542
Knysna 6570
Fax: (044) 302-5627
e-mail: marieb@sanparks.org

For further information contact the GRI PMU, tel: (044) 382-0479 or email: gri@sanparks.org

The closing date for applications is Monday 11 February 2008

Candidates who have not been contacted within 21 days of the closing date may consider their applications as unsuccessful.

SANParks is an equal opportunity employer and reserves the right not to make an appointment.