



The Wildlands Conservation Trust (WILDTRUST) invites applications for:

**Logistics Assistant| WILDOCEANS**

Durban, KwaZulu-Natal, South Africa – NPO Sector

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**WILDOCEANS Programme:** WILDTRUST (<https://wildtrust.co.za/>) is a South African not-for-profit, public benefit, non-governmental organisation, with a vision of “a thriving and resilient world” and implements its work through 2 programmes: WILDLANDS (focused on terrestrial systems) and WILDOCEANS (focused on marine systems). The primary interlinked goals of WILDOCEANS to deliver impact towards a thriving resilient world are to: 1) protect and restore marine and coastal biodiversity, and 2) build resilience for coastal communities. Strategic cross-cutting elements to enhance sustainability and impact, underpin our work: future leader development, youth support, science and knowledge generation, support to decision-makers and management authorities, coastal community support, ocean awareness and communication, and advocacy and campaigning.

We are looking for a **Logistics Assistant** to support a dynamic project team, across all WILDOCEANS projects.

**KEY PERFORMANCE AREAS:**

The candidate will report to the Senior Operations Manager, and responsibilities and duties will include:

- Assisting with the daily management and co-ordination of the WILDOCEANS vehicle fleet.
- Utilise the existing vehicle booking system to ensure efficient and effective support to all project teams.
- Engage with service providers on vehicle services, maintenance and repairs, and hiring vehicles when required.
- Compilation of fuel and toll slips for reconciliations, vehicle audits, daily movement reports and monitoring the tracker system.
- Work closely with the WILDTRUST Fleet Unit to streamline systems and ensure compliance with all vehicle and travel policy and procedures.
- Maintenance of a proper filing system for administrative and fleet documentation, policy and procedure.
- Assist the project teams with procurement, including sourcing quotes, placing orders, collection, etc.
- Provide general logistical assistance to the project teams.

**QUALIFICATIONS AND EXPERIENCE:**

- Bachelor's degree or diploma in logistics, fleet management, business administration or equivalent discipline would be preferable.
- Driver's licence and minimum of 2 years driving experience.
- Solid understanding of vehicle mechanics.
- Minimum 2 years of proven experience in logistics.
- Candidate must have excellent written and verbal communication skills, proactive, organised, individually accountable, and able to work under pressure and balance priorities.
- Good knowledge of MS Office.

**TO APPLY:**

Submit a covering letter with a 2-3 page CV, and at least 3 references to [wildoceansapplications@wildtrust.co.za](mailto:wildoceansapplications@wildtrust.co.za) by **23 May 2025**. Certificates must be available on request but not included in the original application. The WILDTRUST reserves the right to vary the requirements, or conditions, and not to fill these positions. Should you not receive a response within a month after the closing application date, kindly consider your application unsuccessful. We offer competitive salaries based on qualifications and experience.