



The Wildlands Conservation Trust (WILDTRUST) invites applications for:

Operations Manager | WILDOCEANS

KwaZulu-Natal, South Africa – NPO Sector

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.

WILDOCEANS is seeking a highly organized and motivated **Operations Manager** to support a dynamic and fast-paced project team across all WILDOCEANS projects. The successful candidate will report to the WILDOCEANS Projects Director and work closely with the broader WILDOCEANS Project Management Team as well as the WILDTRUST Finance, Administration, and HR departments. This role is central to ensuring the effective implementation of operational, administrative, financial, and reporting systems, and will oversee logistics, asset management, and office operations.

KEY PERFORMANCE AREAS:

- Lead the coordination and ongoing improvement of internal and external project reporting, financial controls, and administrative systems in alignment with WILDTRUST and donor compliance requirements.
- Oversee the management and operations of the research vessel RV Angra Pequena and her crew (5).
- Ensure seamless day-to-day operations across the WILDOCEANS programme, aligned with strategic objectives.
- Manage project budgets, financial reporting, and donor compliance, in collaboration with Project Managers and the Grants Administration Team.
- Support HR-related functions, including recruitment, onboarding, and performance management.
- Facilitate operational planning, procurement processes, and logistical support for project teams.
- Work closely with the Projects Director and Strategic Ocean Lead on strategic planning and organisational development.
- Oversee the management of the WILDOCEANS Durban Office, including vehicle fleet, IT systems, and all project assets.
- Lead a diverse Operations Team (4) in a high-energy, fast-paced, mission-driven environment.

QUALIFICATIONS AND EXPERIENCE:

The ideal candidate is a dedicated, detail-oriented professional with a passion for ocean conservation and strong operational expertise.

- Minimum of an Honours degree in marine sciences or a related field.
- At least 5 years of relevant experience in operations or project management.
- Proven project management and coordination skills, with strong technical, administrative, and communication abilities.
- Proficiency in Microsoft Office, particularly Excel, is essential.
- Prior experience in logistics, asset management, and vessel operations will be a significant advantage.
- Demonstrated ability to manage competing priorities, work proactively, and maintain accountability in a high-performance environment.
- Excellent interpersonal skills and the ability to lead and support cross-functional teams.
- A valid driver's license is required.

TO APPLY:

Submit a covering letter with a 2-3 page CV, and at least 3 references to wildoceansapplications@wildtrust.co.za by **7 November 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 week after the closing application date, kindly consider your application unsuccessful. We offer competitive salaries based on qualifications and experience.