



The Wildlands Conservation Trust (WILDTRUST) invites applications for the following position within its WILDOCEANS programme

KwaSokhulu Hub Manager

Area of operation: KwaSokhulu Community Resource Hub

ISIMANGALISO MPA ECOSYSTEM-BASED ADAPTATION PROJECT

KwaZulu-Natal, South Africa – NPO Sector – Fixed Term Contract

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 two programmes: WILDLANDS (focused on terrestrial systems) and WILDOCEANS (focused on coastal and marine systems). The primary interlinked goals of WILDOCEANS to deliver impact towards a thriving resilient world are: 1) To protect and restore marine biodiversity, and 2) To build resilience for coastal communities. Strategic cross-cutting elements to enhance sustainability and impact underpin our work: future leader development, science and knowledge generation, support to decision-makers and management authorities, coastal community support, ocean awareness and communication, conservation financing mechanisms, and advocacy and campaigning.

iSimangaliso Marine Protected Area Project: This project aims to build socio-ecological resilience to climate change and other pressures for the people and biodiversity of the iSimangaliso MPA, and its associated coastal ecosystems and vulnerable communities. The project aims to build conservation capacity and infrastructure, conduct ecosystem surveys and monitoring, restore, and protect climate-relevant ecosystems, support effective management of the MPA, deliver benefits and improved livelihoods for communities living adjacent to the MPA, and improve resilience to climate change through nature-based solutions, as well as other threats and pressures.

Key Performance Areas:

1. Manage, oversee, and direct all daily operations and communications aspects of the Hub.
2. Supervise multi-disciplinary teams of staff including admin, activations, volunteers, interns, cleaning, maintenance, grounds, and security by delegating tasks and responsibilities.
3. Ensure that basic facilities, such as water and electricity are well-maintained.
4. Manage the Hub's monthly running and maintenance budgets (petty cash) and ensuring cost-effectiveness.
5. Ensure health and safety at the Hub and maintain the Hub's standards and expectations:
 - Ensure there's sufficient healthy and safety signs around the facility.
 - Conduct security checks twice a day with the security team (check if windows doors are locked and be the last person to lockup).
 - Conduct weekly inspection of the inventory list.
 - Ensure correct implementation of SOPs (uniform / PPE is worn correctly, tasks are executed correctly).
 - Do final checks at the day of an event to ensure safety.
6. Report any grievance and maintenance issues to the Assistant Site Community Manager.
7. Organise venues and refreshments for meetings, workshops, and trainings.
8. Keep track of MOVs as per project workplan and instructions by the Assistant Site Community Manager.
9. Record meeting minutes in all community engagements / meetings and keep track of all Hub registers (attendance registers, consent forms).
10. Be a firm but friendly leader who sparks enthusiasm within the team.
11. Participate in other WILDOCEANS project-related activities, if required by the project manager.

Requirements: Degree or Diploma in a field relevant to marine ecology/conservation, environmental management/education, community development, or any other related tertiary qualification. 2 years' experience in project management or supervision role. Must be from Hlanzeni, Hlawini, Thukwini, Ntongonya, Manzanymama, Holinyoka, Amalala Aphansi, Amalala Aphezulu. Applicants must possess the following competencies: mature, dynamic and creative. Excellent knowledge of MS Office; good admin skills; outstanding communication and interpersonal abilities; excellent organisational and leadership skills; familiarity with office management procedures; be willing to work on weekends and public holidays if required.

TO APPLY:

Submit a 2-3 page CV with a motivation letter, proof of residence, copy of qualifications and at least 3 references via email to wildoceansapplications@wildtrust.co.za or drop off your physical application at **KwaSokhulu Hub**.

Closing Date: 20 October 2026 (16:30).

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.

For queries, please contact Nonduduzo Mkhize (Project Community Site Coordinator) on 082 800 9431.

Disclaimer: WILDTRUST employees are not authorized to request payment from prospective candidates for recruitment purposes. Any such payment requests should be reported immediately to the Ethics hotline 0800 828 688.