



Vacancy: Site Manager

Closing date: 2nd August 2017

CTEET, in partnership with the City of Cape Town and the Princess Vlei Forum is looking to fill a **one-year contract position of Site Manager** for Princess Vlei.

Job Purpose:

Reporting to Recreation and Parks, the successful incumbent will be required to manage Princess Vlei and surrounds in liaison with the Ecological Coordinator and the Princess Vlei Forum committee, focusing on the biological integrity of the aquatic and terrestrial components of the system.

Key Tasks Include:

- Managing the conservation of biodiversity at Princess Vlei according to the Environmental Management Plan (EMP).
- Formulating and implementing Annual Plans of Operation (APO's) to manage and monitor invasive vegetation, fire, rehabilitation and restoration, infrastructure, fauna and flora, and the collection and storage of data in order to best achieve the objectives.
- Drafting and management of budgets according to the APO.
- Managing environmental compliance of both City and external contractors to ensure limited negative environmental impact.
- Managing staff, including temporary contract staff, appointed for conservation activities.
- Review and update the EMP in consultation with the Ecological Coordinator.
- Attending Princess Vlei Forum meetings or any other ad-hoc meetings that affect or relate to the management of Princess Vlei.
- Reporting monthly on conservation activities and compile popular articles.
- Interacting with community members, residents, organisations and schools to promote environmental education and awareness of and involvement in Princess Vlei and surrounds.
- Conduct patrols to ensure control of law enforcement issues such as illegal squatting, vandalism and contravention of the City by-laws, calling in assistance from the relevant departments when required.

Requirements:

- Relevant degree or national diploma in Nature Conservation or similar field
- Minimum 1 year biodiversity and/or site management experience in the Cape Floristic Region
- An understanding of the City of Cape Town's conservation planning and of environmental legislation
- Ability to work on own, managing time and reporting deadlines
- Ability to work in a team and supervise staff, students and contractors when required
- Computer proficiency (MS Office – MS Word, MS Excel and Outlook)
- Valid Code EB (08) Driver's Licence plus minimum of 1 year driving experience.

PAY SCALE: A gross **annual** salary package of **R123,000**.

Please email a covering letter and CV to Ms. Nicole Georgiou at admin@cteet.co.za. Certified documents such as ID, drivers licence and qualifications must not be sent but are to be brought to the interview.

Applicants that have not been contacted by 4th August 2017 should consider themselves as being unsuccessful. Successful candidates will be required to attend an interview on the 14th August 2017.