
INTERNAL/EXTERNAL ADVERTISEMENT
National Coordinator: Enviro Ys
Johannesburg (Fixed Term Contract-Ends July 2011)

The New loveLife Trust is looking to recruit a suitable candidate to coordinate a national environmental campaign at loveLife's 900 community hubs. The successful applicant would be required to fulfil the following primary functions in a professional manner and with technical excellence:

- Write, edit, and assist in the graphic design of all Enviro Ys programme manuals and tools.
- Conduct training of Line Managers and other loveLife implementers.
- Work with relevant departments and offices within loveLife to ensure that Enviro Ys programme is properly mainstreamed.
- Assist in the implementation of all competitions and other projects within the Enviro Ys team.
- Track all materials distributed to hubs, and manage ongoing repairs, maintenance, and other procurement and distribution-related issues.
- Stick to programme budgets and work with finance team to ensure they are properly managed; provide monthly reports on expenditure against budget and account for deviations.
- Coordinate all logistics, travel, and conferencing associated with the project in line with loveLife policies.
- Implement the quality and systematic learning procedures designed by the team

Suitable candidates will need to satisfy the following requirements:

- Tertiary qualification in a relevant field
- 3 years project management experience
- Proven writing and editing competence.
- Financial management experience.
- Strong community development background.
- Strong problem-solving and decision-making skills.
- Advanced Computer Literacy – Excel, Word, Outlook, and Powerpoint
- Code 08 driver's licence required.
- Proficiency in at least three languages will be an added advantage

Total remuneration package: Entry level R157 500pa

Please forward a summarised CV-no certificates to Fax: 086 601 2341 or e-mail address: recruit@lovelife.org.za to reach loveLife National Offices no later than the 29th November 2010.

If you have not had any response within six weeks after the closing date, please accept that your application has been unsuccessful

