



Job Advert

Conservation Administrator Permanent

This role is the support to the General Manager in maintaining strong relationships with stakeholders. The Conservation Administrator is also responsible for supporting the Conservation Department with administrative work and to provide strong administrative support to the General Manager.

Dimension	Job Requirements
Thinking Ability	<ul style="list-style-type: none">▪ Ability to actively plan daily tasks.▪ Take initiative where needed.▪ Ability to follow detailed instructions.
Academic Qualifications and Background	<ul style="list-style-type: none">▪ Proven knowledge of natural resources and wildlife as well as environmental issues.
Work Experience	<ul style="list-style-type: none">▪ At least 5 years of experience in the conservation or administrative field.
Job technical Skills	<ul style="list-style-type: none">▪ Advanced user of Microsoft Office software applications, in particular Excel, Word and Outlook.▪ Conversant with specialist terminology including;<ul style="list-style-type: none">▪ Ecology and Wildlife▪ Security▪ Conservation▪ Code 08 Drivers license.
Personal Qualities	<ul style="list-style-type: none">▪ High degree of trustworthiness.▪ Excellent communication skills.▪ Committed to minimising the impact on the environment.▪ Excellent organisational and time management skills.▪ Displays a sense of urgency and dedication to meeting the guest's needs.▪ Ability to work independently without receiving detailed instructions.▪ Good grooming and dress.▪ Maintains a positive outlook in most challenging circumstances.▪ Ability to establish relationships with people from different backgrounds.
Business Values	<ul style="list-style-type: none">▪ Embraces, supports and models organisational values and culture.

Sanbona shall apply the employment equity principles as set out in the Employment Equity policy and Plan.

*Interested applicants should submit a comprehensive Resume/ CV with all supporting documents to careers@sanbona.com by no later than **05 September 2023**.*

CONSENT TO PROCESS YOUR INFORMATION:

By sending us your application, Curriculum Vitae, academic records, qualifications, or any other personal information as defined by POPIA:

1. You have disclosed up to date and accurate records; and
2. You agree to us keeping your records in our data base as per our Retention Policy.

Declaration:

By agreeing to the terms herein, you give Sanbona the authority to process your personal information. This consent will remain valid until such time as we have received instructions from you to request, subject to any applicable law and where appropriate, the correction, updating or deletion of your personal information held by us. You further acknowledge and declare that all personal information supplied to Sanbona is accurate, up to date, not misleading and complete in all respects.