



## VACANCY: Muizenberg East Biodiversity Cluster Site Manager

Nature Connect, a multi-faceted and dynamic environmental organisation, is looking to place a confident and driven person as a Site Manager for the Muizenberg East Biodiversity Cluster, based at Zandvlei Nature Reserve. Reporting to the Biodiversity Management Branch, the successful incumbent will be required to manage the provision and maintenance of biodiversity and open space on a number of development sites with natural components.

### Job Information

**Based at:** Zandvlei Nature Reserve, Cape Town  
**Industry:** Nature Conservation, Biodiversity, Ecology, Environmental  
**Position Type:** Contract position - 2 Year  
**Salary:** Total package of R16,000 per month.  
**Qualification:** National Diploma in Nature Conservation or higher (BTech/ Adv. Dip. Nature Conservation an advantage). Other tertiary qualifications in environmental science/ecology/biology or related fields will be considered.

### Job Responsibilities

- Managing the biodiversity at the Muizenberg East Biodiversity cluster according to biodiversity management plans, Operational Environmental Management plans, Annual Plans of Operation, providing information and guidance to developers on: site maintenance, landscaping, search and rescue procedures, etc.
- Interacting with community members, representatives and organisations to promote involvement in the Muizenberg East area, building capacity of local community champions in urban conservation through the development of friends groups and public participation.
- Providing input into the Biodiversity Management Branch through compiling reports for the Muizenberg East Conservation Cluster, working with various stakeholders and providing feedback for site meetings and reporting.
- Overseeing and mentoring students, interns, learnerships, volunteers and temporary staff when required.
- Assist with conservation and operational activities for Zandvlei Estuary Nature Reserve when required
- Management of biodiversity of the Muizenberg East Cluster sites involves, but is not limited to:
  - Invasive species management;
  - Heritage site management;
  - Biodiversity surveys;
  - Litter management;
  - Camera trap management;
  - Human-wildlife conflict management (e.g. snake call outs and dealing with injured animals);
  - Fire management (ecological burns and wildfires, firebreaks)
  - Responding to ecological disasters (e.g. oil spills, pollution events and flooding)
  - Report and deal with illegal nature conservation activities under direction from the Reserve Supervisor
  - Carry out background research, coordinate and manage small conservation projects





- Environmental education at Muizenberg East Cluster sites to residents and youth
- Compile monthly stats reports and comprehensive quarterly reports
- Attend/organise stakeholder and PAAC meetings
- Database management – species lists etc.
- Oversee external contractors when required
- Infrastructure maintenance e.g. pathways, boardwalks, bird hides, signage

### Job Requirements

- Strong nature conservation training and /or experience is essential
- Minimum two years of biodiversity management experience
- Additional courses and an understanding of City of Cape Town's procedures and by-laws, as well as NEMA are an added advantage.
- A strong understanding of urban conservation and the pressures that conservation satellite sites face
- An understanding of the City of Cape Town's conservation planning and of legislation and ROD's relating to the Department of Environmental Affairs and Development Planning.
- Experience in leading research projects and carrying out field work
- Valid Code 08 driver's license with minimum of 3 years driving experience (stipulate date of first license issued in your application)
- Will be required to work in all weather conditions
- Physically fit and able bodied.
- Prepared to work outside normal working hours, including evenings, public holidays and weekends at times
- Computer Proficiency (MS Office – Word, Excel, Outlook, PowerPoint)
- Exceptional communication skills - Ability to communicate with different landowners and residents.
- Good numeracy and strong writing skills
- Ability to work on own, managing time and reporting deadlines
- Must be hands on and practically minded
- Ability to work in team and supervise contract staff when necessary
- Self-motivated and ability to initiate new projects with follow through
- Own accommodation and transport is essential

### Application Details:

**Submit a cover letter, CV (no more than 3 pages), copy of driver's license and ID, all in PDF format** (no other documents at this point) to Kim Gordon at [naturecarefund@natureconnect.earth](mailto:naturecarefund@natureconnect.earth). Queries: 021 100 5613

**Closing Date: 24 March 2024**

*Persons who do not meet the application requirements will not be considered. Only shortlisted candidates will be contacted. Nature Connect reserves the right not to fill this position. Applicants who do not meet the job requirements will not be considered.*

*Shortlisted candidates will be required to attend an in-person interview and written assessment between 3 & 5 April 2024 and be prepared to commence work as soon as possible thereafter.*

