



South African Section 21 NPO. Patensie, Eastern Cape, South Africa.  
[www.earthcollective.net/livinglands](http://www.earthcollective.net/livinglands)

## Available position: **Operations Manager**

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**Living Lands invites applicants to fulfil the role of Operations Manager for Living Lands at the PRESENCE Learning Village (Kouga Dam, Patensie) for an initial period of 12 months, with the possibility of extending the contract to a permanent position.**

### **Living Lands – The Organization**

The vision of Living Lands involves ‘collaborations working on living landscapes\*’, which represents the connection amongst stakeholders and the undertaking of a learning process that ultimately leads to social awareness and raises collective action towards more sustainable practices in a defined area. This is done by means of employing a social change approach as a way to engage stakeholders in a participatory process. Research and trial experimentation are part of the knowledge created for supporting stakeholders’ decision making.

Living Lands is the secretariat of the PRESENCE network, undertaking various coordinative tasks, supporting a learning platform, and running various projects.

\*A ‘living landscape’ comprises a variety of healthy ecosystems and land uses and is home to ecological, agricultural and social systems which are managed so as to function sustainably.

### **PRESENCE – The Network**

PRESENCE is a learning network established in South Africa since 2006. Its main aim is to support conservation and restoration of living landscapes.

(<http://www.earthcollective.net/initiatives/presence/>)

### **Role Description**

The operations manager will run the day-to-day operations of the organization and be part of management activities. The position also contributes to the development and implementation of organizational strategies, policies and practices.

The operations manager is responsible for elaborating on and maintaining program budgets, the organization’s financial management, and general administration. Also included are facilitation of several programs run by the organization, management of the organization’s HR, fundraising

support, handling various logistics, and supervision of employees. Despite undertaking management-based activities, the position will be an opportunity for the candidate to experience and contribute to conservation and restoration projects.

▪ **Organizational and Project Management Roles**

- Contributing to short- and long-term organizational planning and strategy as one of the four members of the management board.
- Contributing to the organization's structure, statutes and fiscal documents.
- Improving the operational systems, processes, and policies in support of the organization's mission – more specifically, supporting better management reporting, information flow and management, business processes, and organizational planning.
- Keeping project overviews and contracts.
- Providing advice on the soundness of new projects.
- Supporting fundraising processes: searching for donors and engaging in proposal writing.
- Contributing to restoration and conservation programmes.

▪ **HR Roles**

- Identifying the need for new positions, and being responsible for their advertisement and contracting.
- Providing support at a variety of learning and social events.
- Supervising the staff members (seven).

▪ **Administration Roles**

- Maintaining the organization's archival and administrative files.
- Playing a significant role in long-term planning, including an initiative geared toward administrative excellence.

▪ **Financial Roles**

- Managing the organization's budget.
- Contributing to the development of the overall annual strategy and budget.
- Overseeing monthly and quarterly assessments and forecasts of the organization's financial performance against budget, financial and operational goals.
- Developing individual program budgets.
- Invoicing and reimbursement to funding sources and contractors.
- Payroll management.

**Experience, Knowledge and Skills**

In general, the candidate should have interest in nature conservation and restoration, and possess managerial abilities. The following criteria apply:

- At least an honours degree;
- Driver's license;
- Previous experience is an advantage;
- IT proficiency to a self-supporting standard in Microsoft Office applications;
- Fluency in English is essential and Afrikaans is a plus.

## Personal Attributes

- Passionate, results-orientated, keen eye for problem solving, responsible and a positive attitude.
- A strong leadership ability and know how to handle problems quickly and efficiently.
- Appreciation for nature and satisfied with living in a rural context with difficult access to towns.
- Willing to live at or near the PRESENCE Learning Village (Kouga dam).
- Strong communication and influencing skills.
- Outstanding relationship skills with the ability to motivate and inspire stakeholders, particularly project managers and staff.
- Excellent organisation and time management skills with the ability to work under pressure with changing priorities.
- Effective networker with a high level of interpersonal skills.
- Desire to continually develop and work outside of one's comfort zone.
- Very motivated and creative.

## Applications

To apply for the job please send your CV (including at least 3 references and their relevant direct contact details) and a motivational letter describing why you would be the ideal candidate for the position to Silvia Weel, [silvia@earthcollective.net](mailto:silvia@earthcollective.net), by 5pm on **Thursday 25 October 2012**. Please note that only emailed applications will be considered.