



## **SOUTHERN AFRICAN WILDLIFE COLLEGE**

### **ADVERTISEMENT FOR EXPRESSIONS OF INTEREST**

# **BUSINESS UNIT MANAGER: SUSTAINABLE USE AND GUIDING (Southern African Wildlife College)**

The Southern African Wildlife College is looking for a dynamic, enthusiastic, driven individual to head their Sustainable Use and Guiding Business unit. The college has a dynamic team who work cohesively and independently to achieve their goals, and achieve our vision to inspire every person we train and engage with, to conserve our natural world. Our Business Unit Managers are part of the senior management team that develops the strategy and drives the direction of the college. As head of the business unit, the business unit head markedly influences the organisation. Strategies applied on the unit level rely on the three components of managerial style: personality traits, background characteristics and managerial behavior. A key component of this role is to meet financial targets and generate income for their unit and for the college as a whole.

A business unit manager, must be willing to take risks to drive the strategies and effectiveness of their unit. The role of a business unit manager is to develop and communicate vision and expectation levels to unit members. Their business unit management strategy must be reliant upon the strategic direction of organisational vision and company goals. Business Unit Managers are tasked to empower, select, coach and retain qualified staff that contributes to unit and company goals. On a more global scale, business unit managers integrate different team functions and ensure the highest quality performance through feedback and training and development. Coordinating with other managers and stakeholders, you report and integrate policies and objectives. A major component of this role is project/ programme management, which includes managing programme staff, budgets, and programmes, against project/programme/ sponsor timelines and within contractual guidelines. Liaison with stakeholders, donors and sponsors is integral, and report and project writing a necessary skill.

#### **EDUCATIONAL REQUIREMENTS:**

Minimum of three (3) years relevant experience. An understanding of business management, finance, or marketing would be a plus, as this background would help develop skills in external industry analysis, which in turn would makes the business unit team more effective in delivering company objectives. Sound leadership abilities need to be coupled with direct knowledge of the functional area to ensure overall business unit success. The successful person should hold a minimum Diploma in Natural Resources Management/Social Sciences/ Business Development studies and have a tertiary level of education particularly a BSc or Masters (in an applicable field, (nature conservation, natural resource management, economics, finance., or social development sciences, for e.g.) will be an advantage. A Bachelor's degree in Business Administration would be extremely advantageous. As per recruitment procedures at the college all new employees must undergo and pass integrity testing in order to work on site. Must be a South African citizen or be in possession of a valid work permit (with valid documentation to this effect). Possession of a code 8 license preferred.

## Key Accountabilities

- Incorporate company procedures and policies within operations of their business unit.
- Monitor and review project activities and ensure completion within scheduled time and budget.
- Manage business activities focusing on financial and strategic growth of organization.
- Create new marketing strategies and monitor QA and QC measures.
- Build strong relationships with stakeholders in order to maintain good revenue growth.
- Manage costs and finances of their business unit through efficient financial management.
- Perform review and validation of systems, venues, staff, and equipment.
- Create a harmonious working environment, train and mentor staff and motivate all team members to perform efficiently.
- Explore and analyze market trends and identify new opportunities in assigned areas of expertise.
- Coordinate with the Head: Marketing & Fund-raising to develop and implement operational plans and funding proposals, iro of donor reports, to discuss needs, to expand on possible new fund raising opportunities, and to provide financial reports iro of donor funding received.
- Reporting as and when required by stakeholders

## Additional Skills Required:

MINIMUM 3 years' relevant experience

- Sound English literacy skills
- Subject matter experience and expertise
- Must be able to demonstrate an understanding of how nonprofit organisations and projects work and previous project work will be an advantage
- Ability to work in a rural settings and in the field
- Experience in South Africa's / SADC wildlife sector
- Ability to work patiently, persistently and politely with communities, customers, stakeholders, donors
- Goal orientated
- Computer literacy levels in Microsoft programmes especially Excel and Word
- Must be able to liaise with people from various different demographic backgrounds.
- Must be able to organise well, work under pressure and work with minimal supervision against set outcomes
- Self-motivated, disciplined and determined to work flexibly within the unique nature of the work
- Good communication skills
- Ability to work as team
- Must be able to demonstrate sound work ethics and adhere to minimum work standards (as defined by the SAWC- employment procedures)
- Ability to work independently and to safeguard assets under his/her supervision.
- Must have strong task and deadline orientation
- All staff at the college undergo pre-employment integrity testing, and are then subjected to regular random checks.

## **Further Information**

It is an operational requirement that college employees under go pre-employment integrity testing and submit to random integrity tests. A police clearance certificate or proof of successfully passed previous integrity testing will be an advantage.

**To express interest in this position, please send a motivation letter as to why you think you are the right person for this role, attach a detailed CV, with certified copies of your qualifications, names and contact details of at least three referees, and any other relevant information.** Applicants selected for an interview process will be expected to prove they have sound relevant experience.

Please submit your applications to [lgreyling@sawc.org.za](mailto:lgreyling@sawc.org.za). Applications close on **7<sup>th</sup> December 2018 at 15h00**

SAWC seeks to promote diversity among its staff and reserves the right to place candidates in line with their transformation and development policy, where this creates a vacancy at a lower level, or benefits communities by providing a casual employment opportunity. Candidates who have not received a response within two weeks of the closing date are kindly requested to assume that their application has not been successful in this instance. SAWC reserves the right not to fill this position.