



**ENDANGERED
WILDLIFE TRUST**
Protecting forever, together.

Medike Reserve and Hospitality Manager

Purpose of the job:

The Endangered Wildlife Trust's Medike Reserve & Hospitality Manager (or Management Couple) will be passionate about conservation and tourism. They will be hardworking and self-motivated, with a passion for learning about the region, its biodiversity, and its communities. They will also be passionate about people, have friendly and approachable personality, and be happy to deal with guest inquiries and complaints. The incumbent will have a good knowledge of basic infrastructure maintenance and reserve/farm management. They will share the EWT's vision of establishing an inclusive conservation-oriented protected area that protects its threatened wildlife and its important ecosystems. They will share the EWT's values and purpose, and as such become an integral part of the EWT family, striving to conserve threatened wildlife and ecosystems to the benefit of all.

This position's core function will be to manage the EWT's Medike Reserve under the management plan, with some oversight from the EWT ecologist. The incumbent is also expected to develop and maintain the EWT Medike Reserve hospitality offerings, and to maintain guest-associated infrastructure. The incumbent is additionally required to assist the Head Ranger with the deployment and management of the Medike Reserve rangers, and other reserve-related staff as required.

Responsibilities and tasks:

1. General Management:

- Maintain all the reserve infrastructure, including water pipelines, roads, fences, buildings, guest accommodation, and hiking trails.
- Assist the Head Ranger in the deployment of rangers, ensuring effective patrolling of the reserve.
- With oversight and assistance from The EWT ecologist, construct necessary firebreaks annually, and assist with controlled block burns as ecologically required.
- Assist with the combating of unplanned/runaway fires on Medike Reserve and surrounding properties as required.
- Supervise relevant EWT staff and/or service providers in the preparation of accommodation for guests.
- In collaboration with the Head Office/Offsite booking agent, manage all bookings related to Medike Reserve (including The Old Salt Trail).
- Management of tourism products, including the Old Salt Trail (working with relevant landowners to develop and implement trail maintenance plans under the Green Flag Accreditation).
- Development and implementation of Standard Operating Procedures for all guest activities.
- Development and implementation of all required Health and Safety Procedures, ensuring excellent standards of Health and Safety across all EWT Medike Reserve and Soutpansberg Protected Area (SPA) field operations.
- Handle all field staff relations on Medike Reserve and the SPA program, including recruitment, counselling and development, discipline, arranging for medical attention, monitoring staff needs and concerns.
- Conduct at least two Performance Appraisal meetings per staff member per year.
- Cooperate fully with the Human Resources (HR) department on all HR matters, as stipulated in the EWT policy.
- Oversee and manage interns and/or students working on Medike Reserve under the auspices of the EWT, as and when required.

- Ensure or facilitate the compliance of Medike Reserve and all SPA field operations with relevant environmental, property and labour laws and regulations and internal rules and procedures.
- Undertake and coordinate all necessary administration and logistics required by the position.
- Contribute towards the development of strategic income generating opportunities and ecotourism on Medike Reserve and the greater SPA.
- Contribute towards the compilation of an annual Medike Reserve report, contribute to programmatic monthly highlights and quarterly reports, the EWT's Integrated Report, and donor reports as required.
- Provide inputs for communication products/campaigns to ensure that accurate information is published to promote Medike Reserve as an ecotourism and events destination.
- Develop good working relationships with neighbouring properties, including the adjoining Communal Property Associations.

2. Infrastructure Management:

- Manage, upgrade and maintain the Medike Reserve infrastructure and assets, including built infrastructure, roads, trails and vehicles.
- Manage and maintain ecotourism infrastructure.
- Ensure that the skills and capacity available are adequate, which includes both staff upskilling and partnership development.
- Oversee all work done by outside contractors, and where applicable ensure the necessary materials are available.

3. Financial sustainability:

- Ensure effective and ongoing management of the Medike Reserve budget, including contributing towards the development of the Medike Reserve annual budget and accurate quarterly reforecasts.
- Contribute to the financial sustainability of Medike Reserve, which includes the development and implementation of a fundraising strategy and income generating ventures in collaboration with the EWT fundraising team and ecotourism partners.
- Manage cash flow and spending according to the approved budget and funding available.
- Ensure that all financial documentation is accurate, produced timely and complies with all EWT policies, e.g., travel claims, quotes, procurement methods, etc.

4. Administration:

- Fully comply with the policies of the EWT insofar as any contracts, lines of authority, trademark uses and general corporate governance are concerned.
- Ensure the highest level of good governance, accountability, and transparency in the management of the Medike Reserve hospitality offerings.
- Ensure timely reporting, donor relations, and fundraising for all Medike Reserve projects.
- Attend joint SPA/Medike Reserve meetings as required.
- Attend relevant meetings at the EWT Conservation Campus as required, as well as Contact Week and Conservation Week.
- Ensure a strict filing and administration system is maintained with copies of all relevant and important information being backed up and/or stored at the EWT Head office.
- Maintain all staff records, e.g. attendance register, leave, overtime, absence from work, and ensure that the relevant information is produced timely to the finance and/or HR department.

Knowledge, Skills and Experience required:

- 2-3 years' experience in farm/reserve management.
- Good computer literacy.
- At least a basic knowledge of infrastructure maintenance (extensive experience would be advantageous)
- Experience with burning firebreaks/combating runaway fires would be an advantage.
- Prior experience in managing a small staff complement would be an advantage.
- Friendly, approachable personality and willingness to deal with guests is essential.

- Physically fit, willing to work long hours, under sometimes strenuous conditions is essential.
- Willing to live in a remote location (nearest town ~1 hour away).
- Ability to lead, by example, with good managerial skills.
- A valid driver's license and PDP, with prior experience with 4x4 driving is a distinct advantage.

This position offers a unique opportunity to make a tangible impact in the hospitality industry around Medike and Soutpansberg Protected Area. If you have hands-on experience and are passionate about hospitality and the environment in general, we encourage you to apply.

Applicants are requested to submit a CV and a detailed cover letter of motivation as to how and why they would be the best possible candidate for this position. Only shortlisted candidates will be contacted within 20 days of the closing date. The EWT reserves the right not to make an appointment. All applications will be treated in the strictest confidence. **Closing date 21 March 2025.** To apply please e-mail your CV and a detailed motivation letter to [Application link](#).