



Human Resources Manager Vacancy

Purpose of the position:

The Endangered Wildlife Trust (EWT) is one of the largest biodiversity conservation NGOs in southern Africa, whose work is supported through the EWT's Human Resources Department.

The chosen candidate for this position will lead and direct the routine and strategic functions of the Human Resources Department, including fulfilling the EWT's aim to achieve best practices in all aspects of HR and to be the employer of choice in the conservation sector. The candidate must have strong communicational skills and be proficient in the minimum requirements for this position as detailed below:

Responsibilities and tasks:

- Ensure the EWT's full compliance with all labour laws in countries where we employ staff
- Assume overall responsibility for developing and maintaining progressive policies and procedures and the EWT's Employee Handbooks
- Manage and implement all employee recruitment, development, retention, and succession planning in accordance with the EWT policies in this regard
- Ensure full compliance with all statutory requirements such as, but not limited to Employment Equity, Skills Development, Stats SA & COIDA
- Advise and guide management by providing professional and legally compliant HR support
- Develop and implement progressive people development strategies, objectives, and processes to develop staff to their full potential and ensure that the EWT is an employer of choice in our sector
- Lead the EWT's transformation drive and implementation of the EE plan throughout the EWT
- Maintain employee benefits programmes, including employee benefits, insurance etc.,
- Ensure the professional handling of all recruitment and separation processes
- Control of the EWT's Payroll and leave systems
- Development and management of Human Resources budget and administrative processes
- Lead and implement the Broad-based Black Economic Empowerment (B-BBEE) processes
- Produce high quality reports for management and the EWT Board
- Provide support and the secretariat function for the EWT's Social and Ethics Committee.
- Develop a talent management programme – from recruitment to staff retention
- Understand the culture, and ensure recruitment fits the employee value proposition and organisational culture
- Work with employees to understand any organisational challenges faced by employees and work with the Executive team to solve these

Qualifications and technical skills required:

- Minimum of an Honours Degree in Human Resources, Industrial Relations, Labour Law, or related, relevant field
- Minimum 5-8 years of Human Resources management experience
- Excellent verbal, written and presentation skills
- Experience in using Microsoft Office programmes such as Word, Outlook, and Excel
- Excellent communication skills - written and spoken in both English and at least one other of the official languages in South Africa.
- Strong organisational skills, including an ability to prioritise effectively, deliver high-quality work and adhere to stringent deadlines
- Knowledge of and experience with B-BBEE and Civil Society Organisation certificate application and auditing processes

Interpersonal skills:

- Self-motivated, with strong people skills and an approachable manner
- Disciplined, innovative, and energetic
- Excellent conflict management and negotiation skills
- The ability to work both independently and as part of a team

Why work for us?

By working for one of the most effective conservation, NGOs in the region, working for the EWT offers the opportunity for growth, personal satisfaction, and fulfillment. We are a highly congenial organisation focusing on staff empowerment, individual development, and building strong relationships. This position is based at the EWT head office in Johannesburg. In line with EWT policies, we offer flexible working hours and arrangements, competitive salary and benefits (in line with our sector), and a chance to be part of a strong team of committed conservationists.

Applicants are requested to submit a CV and a detailed cover letter 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 10 January 2026.** To apply please e-mail your CV and a detailed motivation letter to [Application link](#).