



Grant and Technical Writer Vacancy

Purpose of the position:

The Endangered Wildlife Trust (EWT) is one of the largest biodiversity conservation organisations in southern Africa, with a rich portfolio of projects and programmes across the region. The EWT seeks to employ a Grant and Technical Writer in its Fundraising Department. The Grant and Technical Writer will work within a broader team to drive the mobilisation of resources from trusts, foundations, bilateral and multilateral funding agencies, government and public sector institutions, tenders, and any other potential sources requiring technical input. This portfolio will include playing a support role to the Strategic Planning Manager in maintaining programmatic strategies in MIRADI (based on the Conservation Standards) and could include the formal implementation of report writing projects as and when the opportunity arises.

Main responsibilities:

- Develop, draft, edit and write, and submit timeously, suitable, effective funding applications to the various sources (including but not limited to tenders, trusts, and bilaterals). Develop and interrogate detailed and accurate budgets.
- Study and understand the history, structure, strategies, and financial needs of the EWT's Conservation Landscapes, specialised units, and support services departments.
- Research and identify relevant technical funding opportunities from various platforms and maintain this information in an accessible database of all funding agencies, funding applications, and all other related information.
- Communicate timeously and effectively with all relevant staff on the potential for submission of funding applications and awards to relevant grant-makers and manage the process of tender/proposal development, submission, and monitoring.
- Manage and ensure the availability of all background documentation, records, files, and data for proposal submission.
- Develop robust project work plans, in collaboration with the Head of Conservation and Landscape Managers, to support grant writing processes where necessary, to maximise chances of funding success.
- Draft and submit nominations for awards and prizes to recognise EWT achievements.
- Support the implementation of ad hoc pieces of work, as requested by the Head of Conservation, Head of Sustainability and Senior Manager Resource Development and Grants.
- Maintain positive relationships with fund providers and other important stakeholders and respond to internal and external queries on drafted and submitted proposals.
- Assist with, and where relevant lead, the drafting of reports and contribute to implementing targeted report writing projects as and when the opportunity arises.
- Assist the Strategic Planning Manager to support the EWT programmes monitoring and evaluation according to the conservation standards (using MIRADI), to drive adaptive management and effective reporting.
- Review all proposals from the business development team.
- Review all donor reports.
- Develop content for the EWT Integrated Report.

Administration

- Adhere to all project budgets.
- Maintain a high standard of administrative duties (expense claim forms, invoices, etc.). Care for and maintain all project assets and equipment for which they are responsible.
- Always promote a positive image of the EWT.
- Maintain good liaison and positive relations with the EWT staff at all levels.
- Ensure a strict filing and administration system is maintained with copies of all relevant and important information backed up and stored at the EWT Head office.
- Attend relevant meetings at the EWT as required, as well as Conservation Management Team (CMT – monthly – to minute meetings), Conservation Forum (CF – monthly), Contact Week(s) (to provide support to visiting programme staff) and Conservation Week (annual).

Qualifications, experience, and competencies required:

- A minimum of a postgraduate degree (MSc) in conservation science, ecology, or a relevant environmental field.
- Demonstrable writing skills are essential, preferably in the form of report/scientific/tender writing experience.
- Three years' proven experience in the conservation sector will be advantageous.
- An exceptionally organised and competent person with extremely good attention to detail.
- A passion for conservation.
- The ability to work well as part of a team, as well as alone, sometimes under high pressure. Proven experience at meeting deadlines, even when it means going the extra mile.
- Excellent communication skills in English and, preferably, one other official South African language.
- Demonstrable proficiency in Microsoft Office Suite tools.
- Knowledge of national and international conservation-related frameworks.

Interpersonal skills:

- Self-motivated, with strong people skills and an approachable manner.
- Adaptable and flexible application of skills in the working environment.
- Disciplined, innovative, and energetic.
- The ability to work both independently and as part of a team.

Level of decision-making, including limitations:

This position falls under the project manager scale. Has highly developed and independent capabilities in their field. Operates independently with moderate supervision. Provides leadership to staff. Contemplates scenarios for the future and integrates with current practices. Jobs in this grade are characterised by responsibility for a relatively complex body of work. Operates within company policy, is subject to support by the line manager, and can change the 'how' in their own area. Tasks vary from simple to professional / technical. This position is an adaptive role and contributes to and supports policy and produces results against agreed targets.

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 fulfilment. 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 Midrand, 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 15 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 28 February 2026.** To apply please e-mail your CV and a detailed motivation letter to [Application link](#).