



Strategy and Special Projects Manager Vacancy

PURPOSE OF THE POSITION:

The Strategy & special projects manager is responsible for driving strategic planning, monitoring and evaluation for the EWT at unit and project level. This includes providing support and training to develop landscape and unit strategies and project plans; developing comprehensive M&E and adaptive learning frameworks; ensuring best practice planning frameworks are consistently used and supporting ongoing adaptive management. Linked to this, the role will support the development of special projects linked to the broader EWT strategy. This is a critical role that will play a strategic support intervention across all the EWT's activities.

The Strategy & special projects manager will work closely with the EWT's Exco and Senior Conservation Managers to strategically coordinate project development and monitoring and collate project ideas for scalable impact. This will include driving the operationalization of the Conservation Standards across and within the EWT landscapes and units.

Responsibilities and tasks:

Strategy & Planning

- Support the EWT leadership in the development, monitoring, and ongoing adaptation of the EWT Conservation Strategy and all associated projects.
- Drive the strategic planning, project development, monitoring and evaluation, and adaptation within all EWT landscapes and units, ensuring effective integration into and reporting thereon, at the unit and overall EWT organisational strategy.
- Drive the adoption of strategic planning, using the Conservation Standards, into all existing and future EWT projects (both landscape/unit and support services), including capturing the details into Miradi (or similar software).
- Drives a strategic interface between the EWTs fundraising and strategy portfolios to assist with unlocking large and cross-cutting projects.
- Work with the EWT's Head of Conservation to develop high-level organisational and landscape and unit targets, and oversee the development of measurable goals and indicators as part of a monitoring framework. .
- In collaboration with all EWT landscapes and units, evaluate, review, and adapt all projects annually to ensure robust impact measurement, adaptive management and reporting.
- Lead the scoping and strategic development of large-scale cross-cutting project concepts.
- Support the Head of Conservation and other senior staff with the development of high level reports, strategic mapping, scoping of potential project ideas, stakeholder mapping and horizon scanning.
- Coordinate and oversee select special projects across the EWT's strategic focal areas, with a focus on leadership, governance, operational coordination and strategic oversight.

- Provide strategic guidance that ensures the integration of social inclusion and socio-ecological beneficiation across all EWT projects.
- Assist with technical writing, including funding applications and reports, where necessary and where opportunities arise.

Special Projects

- Assist with the development and initial management of special projects on an ad hoc basis

Liaison and Networking

- Actively seek opportunities to gain exposure for the EWT's projects, and represent the EWT at appropriate local, regional, and international meetings.
- Provide inputs into communications products/campaigns to increase exposure and branding for the EWT, ensuring that accurate information is published to promote the image of the organisation and its conservation activities.
- Develop and maintain a network of contacts, associates, colleagues, and partners and actively seek to build strategic alliances with other relevant organisations and individuals to promote and implement the goals of the EWT.
- Cooperate with the EWT Communications Manager on any campaigns, projects and initiatives developed for increased exposure and profile building.

Fundraising & Communication

- Work closely with the fundraising team to strategically seek and unlock funding opportunities for the EWTs cross-cutting and special projects.

Administration

- Ensure timely delivery of monthly, board, annual/integrated, and any other relevant reports.
- 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.
- Ensure that all documentation produced are accurate, timely and comply with all EWT policies. e.g., travel claims, quotes, procurement methods, etc.
- Ensure implementation of all contractual obligations, monitor contract expiry and/or renewal dates, and ensure accurate record keeping of all relevant documents.

Qualifications, competencies and interpersonal skills

The minimum qualifications, competence and skills for this position will include:

- Minimum of an MSC or similar in a biological field or similar (e.g., ecology, conservation, biodiversity informatics)
- At least ten years of demonstrated management and leadership experience
- At least five years of demonstrated strategic project planning and coordination
- At least five years of demonstrated conservation strategy development experience
- Demonstrated experience developing theories of change and driving M&E processes
- Have demonstrated facilitation skills
- Proficiency in all Microsoft Office programs is essential
- Excellent report-writing skills
- Excellent communication skills in English and, preferably, one other official language

The candidate should also:

- Be an exceptionally organised and competent person with a passion for conservation
- Be able to think strategically and show strong leadership
- Be able to work independently and be self-motivated
- Be able to lead teams in the development and evaluation of their strategies
- Be able to competently and confidently facilitate strategic planning workshops
- Have a desire to learn and grow as an individual
- Have good interpersonal skills and an approachable manner
- Be adaptable and flexible application of skills in the working environment
- Can work both as a team member and independently
- Have a high degree of self-motivation and pro-activity

The following experience would be advantageous:

- Experience with the Conservation Standards, and in using MIRADI software is advantageous but not critical

Level of decision-making, including limitations:

This position falls under the **D1** band in the EWT chosen grading system. Jobs in this grade are characterized by responsibilities for a relatively complex body of either unit/project work or significant operational areas where the organization relies on the judgment of the incumbent. The work is subject to supervision, but the incumbent may supervise others in the same area of work and or oversee or guide other project staff.

Incumbents in this grade contribute to the organization's strategic understanding of their project/unit. Consequences of failure will impact internally and, on the organization's, external credibility. Implements strategy within Project under the guidance of the PM (D); Develop work plan in line with the EWT and or landscape/unit strategy integrates within the project. May manage functional staff. May avail work plan subordinates. Manages & develops budgets.

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 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 for applications 15 June 2026.** To apply please e-mail your CV and a detailed motivation letter to [Application link](#). Applicants who will not have heard from the Endangered Wildlife Trust **by 25 June 2026**, should consider their application unsuccessful.