ENDANGERED
WILDLIFE TRUST
Protecting forever, together.

Senior Trade Officer Vacancy

PURPOSE OF THE POSITION:

The Endangered Wildlife Trust is one of the largest biodiversity conservation NPOs in southern Africa. Its work is supported through the Wildlife in Trade (WIT) Unit. The WIT Unit works to combat wildlife crime, to understand legal and illegal wildlife trade and to mitigate these threats to the survival and well-being of wild animals and plants. It does so through research, awareness-raising, capacity-building and public participation in policy and legislative deliberations. The WIT Unit works across five key thematic areas: Prevention, Detection, Justice, Governance, and Sustainable Use. The Senior Trade Officer is responsible for aiding the WIT Unit in achieving its overall goals. The Senior Trade Officer will assist by, *inter alia*, conducting research, drafting opinions, briefs and research reports, leading assigned projects, engaging with other EWT programs, government entities and civil society actors, and contributing to project proposals and donor reporting.

KEY RESPONSIBILITIES:

Project implementation

- Initiate, conceptualize and develop wildlife crime and wildlife trade-focused projects that support conservation efforts and strengthen legal compliance
- Implement assigned wildlife crime and wildlife trade-focused projects and tasks in line with project workplans, log frames and budgets, with minimal oversight
- Draft and submit timely periodical project reports as required by donors and the Unit manager
- Work closely with project implementation partners and stakeholders to achieve project deliverables, with minimal oversight
- Develop and present training and awareness-raising sessions in person and online

Law and policy development

- Initiate, engage in and support legal reform and policy development efforts, including drafting and submitting comments during public participation processes

Strategy & Planning

- Contribute to the WIT Unit's strategy development process and proactively engage in strategy development meetings
- Submit an annual work plan for the coming year, a week before office closure in December

Field Work/Support Service duties

- Travel within South Africa and abroad as required by projects.
- Drive to engagements with own vehicle or manual WIT Unit vehicle, depending on assignment needs.

Mentorship & Coaching

- Mentor staff members in junior positions
- Identify and request mentorship and/or skills development needs and opportunities

Liaison and Networking

- Maintain positive relations with EWT staff at all levels
- Liaise with and keep updated with other EWT programme activities to identify synergies and potential cooperation
- Develop a network of key and interested individuals and organizations relevant to WIT Unit projects
- Ensure close working relationships with relevant stakeholders, including other EWT programs, government representatives, community members, and civil society organizations
- Represent the EWT at relevant forums, including the Wildlife Forum
- Prepare and give presentations on WIT Unit work at relevant meetings, functions, workshops and conferences
- Promote a positive WIT Unit and EWT image
- Give media interviews as required

Fundraising & Communication

- Contribute ideas for future project proposals
- Lead or contribute to the development of project proposals to secure funding and support future WIT projects, including drafting of proposals, logistical frameworks and budgets
- Liaise with EWT Communications and Media teams to communicate WIT's work

Research

- Horizon scan for emerging wildlife crime issues, trade-related threats and opportunities for the EWT to positively intervene
- Keep up to date with trends in wildlife crime and wildlife trade, including newly released publications, policies, legislation, responses, etc.
- Identify gaps to be addressed or opportunities to improve the implementation of Southern Africa's environmental laws and policies
- Provide analysis and recommendations on regulatory frameworks and draft policy documents
- Conduct research and analysis to support conservation objectives
- Conceptualize and draft research reports as required

Administration

- Ensure project expenditure is in line with approved budgets and adhere to EWT financial policies
- Coordinate the necessary logistics required for smooth project implementation, such as travel, financial advances, printing of resources, etc.
- Adhere to the EWT policies and procedures and the EWT code of ethics
- Attend two performance appraisals per annum
- Participate in and attend monthly EWT Conservation Forum meetings
- Maintain a high standard of administrative duties (expense claim forms, invoices, etc.)
- Care for and maintain EWT vehicles in accordance with EWT policies
- Ensure timely delivery of monthly reports and any other relevant reports
- Care for and maintain all project assets and equipment in accordance with EWT policies

Qualifications:

- LLB, BSc, or similar degree

Desirable:

- Master's Degree or PhD

Work experience:

Essential to have at least 3 years' experience in:

- Wildlife trade-related work
- Interpreting and applying legal frameworks applicable to wildlife crime, use and trade
- Public Speaking and conducting training
- Drafting and interpreting budgets
- Project management
- Research, analysis and drafting
- Understanding and interpreting legislation
- Ability to work independently

Essential to have at least 5 years' experience in:

- Computer literacy, including Word, Excel and PowerPoint

Level of decision-making, including limitations:

This position falls under the C3 band in the EWT chosen grading system. The incumbent operates within company policy, subject to support by a dedicated line manager. Consequences of failure will impact internally and externally. Implement strategy within the program under the guidance of the Chief Conservation Officer.

Jobs in this grade are characterized by responsibility for a relatively complex body of either 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. Incumbents in this grade contribute to the organization's strategic understanding of their area of expertise. Reports to line manager (D or E), produces results against agreed targets. Initiates change to improve unit / project processes. Responsible for who, how and support by availing resources for organizational effectiveness.

Why work for us?

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 either at the EWT head office in Midrand or at our Cape Town office in Tokai. 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 motivating 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 10 November 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 20 November 2026, should consider their application unsuccessful.