



Trust Number: IT 2720/2004  
PBO Number: 930 016 841

## **CEDERBERG PROJECT & RESEARCH ASSISTANT**

The Cape Leopard Trust is seeking to appoint a suitably qualified person to assist the Cederberg Project and Research Manager. The successful candidate will have a proven track record of relevant field experience, will be a team player with the ability to use own initiative and work independently. The person must be hard working, goal orientated and willing to walk the extra mile. A valid driver's license and 4x4 experience are required. The candidate must be willing to live in remote and isolated conditions with basic facilities. This position requires an excellent level of fitness as it involves hiking off-trail in rugged terrain.

The incumbent will report directly to the Cederberg Project and Research Manager.

### **Key responsibilities:**

- Assist with the setting up and maintenance of camera traps, data capturing & analysis and other fieldwork activities
- Assist with project logistics and administration
- Assist with proposal writing and funding applications
- Assist with compiling of reports
- Assist with the recruitment and administration of project interns
- Assist with the coordination of field activities and intern responsibilities
- Compile project related content for website and social media
- Assist with maintenance of project equipment and vehicles
- Keep project equipment inventories updated
- Maintain relationships with project partners & sponsors and assist with hosting project visitors from time to time
- Respond to project related email enquiries
- Assist with group presentations
- Be a responsible and presentable ambassador for the trust

### **Personal Skills and Attributes:**

- Good leadership skills
- Ability to work independently or as part of a team
- Ability to work well and perform under pressure
- Be well organized and able to take initiative
- Resourceful, with good problem-solving skills
- Excellent people and liaison skills and the ability to communicate on all levels
- Passionate about conservation and strong interest in research
- Ability to cope and work in remote areas

The Cape Leopard Trust  
Board of Trustees: Johan van der Westhuizen (Chairman); Dr William Horsnell; Dr Ian McCallum;  
David Knott; Brendhan Kannemeyer; Jannie Nieuwoudt  
P.O. Box 31139, Tokai, Cape Town, 7966  
Email: [contact@capeleopard.org.za](mailto:contact@capeleopard.org.za)  
Website: [www.capeleopard.org.za](http://www.capeleopard.org.za)

Scientific Advisory Board: Dr William Horsnell (UCT) (Chair); Prof. Les Underhill (UCT);  
Dr Jacqueline Bishop (UCT); Dr Alison Leslie (SU); Dr Steve Compton (RU); Dr Dan Parker (RU)

- Comfortable with intermittent wilderness camping
- Mentally strong and determined
- Excellent logistical planning and organizational skills
- Conflict resolution with a pragmatic approach
- Willingness to work irregular hours when required
- An excellent level of fitness to be able to walk and climb in rugged mountainous terrain
- Willingness and ability to assist with physically demanding field activities

**Qualification and experience requirements:**

- Honours or Masters qualification in Conservation or related field
- Minimum 3yrs experience in a conservation related field
- Proven publication record will be an added advantage
- Experience in camera trap surveys, capturing and collaring of wildlife, tracking and telemetry
- Project management skills
- Valid and clean driver's license and 4x4 driving experience
- Presentation and proposal writing skills
- Computer literacy in MS Office, ArcGIS, Statistical software package (i.e. R, SPSS)
- Statistical modelling & analyses skills an advantage
- First-Aid Certificate will be an advantage
- Excellent communication skills in both Afrikaans and English required, basic knowledge of Xhosa would be advantageous
- Good map reading and navigational skills
- Problem solving and practical (DIY) skills
- Basic knowledge of vehicle mechanics

Individuals who feel they meet these requirements should forward their CV together with a motivation letter to Lana Müller, Cederberg Project and Research Manager at [cederberg@capeleopard.org.za](mailto:cederberg@capeleopard.org.za) by the closing date: 24 February 2017. Please state "Project Assistant Application" in subject line of the email.

Start date: April 2017 with 3-month training/probation period.

Location: Matjiesrivier Nature Reserve, Cederberg Wilderness Area (Nearest towns: Clanwilliam 65km; Ceres 120km)

Remuneration: Gross R180 000 per annum. On-site accommodation will be provided. |

The Cape Leopard Trust is guided by the principles of employment equity. Information on our organisation is available on our website: [www.capeleopard.org.za](http://www.capeleopard.org.za)

If you have not received a response within 14 days of the closing date, please assume your application has not been successful. The Cape Leopard Trust reserves the right not to make an appointment to the position as advertised.

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