



## Fair Trade in Tourism South Africa (FTTSA)

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### GENERAL INFORMATION

- **Job Title:** Project Assistant / Assessor
  - **Location:** Pretoria, South Africa
  - **Remuneration:** R14,334.16 per month (gross) – Grade 8 of 14  
(Note salary is R13,617.45 during 3 month probation period)
  - **Fixed term contract** 01 July 2010 to 30 June 2011 (12 months)
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### DUTIES AND RESPONSIBILITIES:

The project Assistant / Assessor undertakes two main areas of work and reports to two line managers, respectively the FTTSA Project Manager and the FTTSA Certification Manager. Both areas of work require a fairly high level of autonomy, viz:

- **Reporting to the Project Manager (75%),** the Project Assistant plans, executes and reports on specific, project-related tasks. He/she contributes to implementation of donor-funded projects and to execution of short-term consultancies. The exact combination of projects that he/she works depends on FTTSA's portfolio of work at any given time. Specific duties and responsibilities include:
  - Plan and coordinate project activities including workshops, field trips, training events, conferences, exhibitions, press trips, desktop research studies, etc.
  - Prepare and manage budgets effectively
  - Write project updates for FTTSA newsletter and website
  - Collect and report on M&E information
  - Undertake project-related administration including but not limited to logistics, financial administration, securing of quotations, scheduling of meetings, travel, etc.
  - Contribute to financial and narrative reports as required
  - Liaise with donors, partners, service providers and project beneficiaries as required
  - Contribute to resource mobilization as required
  - Any other duties pertaining to projects or the abovementioned duties as required.
- **Reporting to the Certification Manager (25% - approximately 5 days per month),** the Assessor travels independently throughout South Africa (including remote areas) to assess the performance of tourism enterprises applying for FTTSA (re)certification. He/she works with standard reporting tools in a primarily paperless environment. Specific duties and responsibilities include:
  - Plan assessments including travel arrangements, desktop research, client liaison and scheduling
  - Conduct assessments using FTTSA standard reporting tools
  - Report on assessments using FTTSA standard reporting format
  - Contribute to the ongoing development of the FTTSA certification programme including updating of assessment tools and processes, marketing to prospective clients, certification related M&E, case studies, etc.
  - Any other duties pertaining to assessments or the abovementioned duties as required.

### QUALIFICATIONS AND EXPERIENCE

- **Qualifications**
  - Relevant tertiary qualification (e.g. tourism management, project management, relevant social sciences degree)

- **Experience**
  - Minimum 2 years work experience in a relevant sector e.g. tourism operations, event management, consultancy.
  
- **Skills and competences**
  - Practical understanding of project management
  - Demonstrated ability to manage budgets and work with financial information
  - Excellent written and verbal communications skills
  - Proven grasp of monitoring and evaluation (M&E) tools and systems
  - Proven ability to plan and undertake field research with high level of autonomy
  - Proven ability to gather and manage data
  - Excellent report writing skills
  - Superior interpersonal skills
  - High level of proficiency in Microsoft software applications
  - Driver's license (code 08) and own vehicle is a must (i.e. non-negotiable job requirement)

**The successful candidate will be:**

- Knowledgeable about current debates concerning sustainable development
- Passionate about Fair Trade
- Self-motivated and able to work under pressure whether independently or as part of a team
- Able to manage many tasks simultaneously
- Willing to travel throughout South Africa

**Application Procedure**

Interested candidates should submit the following information to FTTSA by **16h00 on 15 June 2010**.

- Covering letter
- Curriculum Vitae
- Names and contact details of at least two references

Applications should be directed to Netsai Sibanda at [netsai@fairtourismsa.org.za](mailto:netsai@fairtourismsa.org.za) or fax 012 342 2945. More information about FTTSA is available at [www.fairtourismsa.org.za](http://www.fairtourismsa.org.za)