Wine Industry Ethical Trade Association (WIETA) – Job Ad for Project Officer (6 months contract)

STELLENBOSCH based

Start date: ASAP

Location: Stellenbosch, Western Cape

6 month fixed term contract

Salary: Dependant on experience R20 000 – R24 000 per month

**Who you are**

**Essential**

* Tertiary qualification in social sciences or development or law
* Track record in rural project support work
* Highly skilled in project administration with a strong Microsoft Office skills and is confident in using digital platforms and tools such as Dropbox, Survey Money, Google Docs etc.
* Someone with an excellent eye for detail experienced in data capturing and management
* A great organiser, with the ability to set and meet demanding targets and deadlines, manage competing priorities, and implement HR and OHS administration and WIETA standard systems
* An excellent communicator in English and Afrikaans – IsiXhosa would be advantageous too
* Someone with experience of organising training events or workshops online or face-to-face
* Someone who has worked with or within the agri business or rural sector on ethical trade/ labour law/ or in a human resource or legal or para legal or rights based environment or who is very motivated to do so
* A motivated and enthusiastic worker, able to work independently and with remote colleagues/stakeholders, delivering day-to-day workload with minimal supervision
* A good problem solver with the ability to think on their feet
* Able to commute to work in Stellenbosch (primary place of work) and able to manage working from home when necessary (i.e., where lockdown restrictions are in effect)
* Must have a reliable vehicle and be able to travel to various regions in the Western Cape to support small producers.
* Must be able to work away from home occasionally

**Desirable**

* Experience of providing administrative support to innovative projects
* Experience working in or with/knowledge of the agricultural sector

To apply send your CV incl. two referees and a letter of interest (max. 1 page) explaining what attracts you to the role, and how you meet the requirements of the role to Maresa Fourie at [maresa@maraisbutton.co.za](mailto:maresa@maraisbutton.co.za)

Contact will only be made with shortlisted candidates.