

GreenMatter Intern

Background

GreenMatter is a non-profit organization that partners with multisectoral stakeholders to develop and transform skills for South Africa's biodiversity and the environment. GreenMatter is an initiative that drives transformation in graduate level skills for Biodiversity. Co-founding partners SANBI (the South African National Biodiversity Institute) and the Lewis Foundation led the development of a Biodiversity Human Capital Development Strategy (BHCDS) in 2009-2010. The strategy is aimed at producing specialist, research and management skills for all organisations with biodiversity mandates, objectives, interest or impact, in the context of skills shortages, the need for social transformation, and opportunities for growth and employment in the greening of the South African economy.

Owing to the growth of the programme, we are seeking an energetic self-starter to join a small, high-performance team at GreenMatter as the Company Intern. This position is offered on a **ten (10) month contract basis, working out of the GreenMatter offices in Bryanston, Johannesburg.**

Areas of Responsibility

The Intern will offer administrative and project support across the organisation, supporting the office manager and programme in their daily duties whilst handling all day-to-day activities and tasks of the initiative.

Some of the key areas of responsibility include:

- Supporting the programme manager in the delivery of projects in an efficient and effective manner.
- Managing administrative tasks as and when they arise.
- Printing, filing and preparing files for archiving as well as collating documents.
- Attending meeting and assisting with minute taking and writing of minutes.
- Receptionist duties and clerical support tasks
- Running errands and general administration
- Arranging catering for meetings and staff events
- Basic data entry eg. Capturing Fellowship data such as evaluations, profiles and surveys
- Reporting to office manager
- Arranging meetings and booking transport.
- Periodically update the GreenMatter website.

This list is not intended to be comprehensive and the Intern will be expected to work flexibly, taking on additional tasks and projects as required, and to participate as a member of the GreenMatter team.

Requirements

- Excellent numeracy and financial administration skills
- Very well organized and enjoys methodical work
- Excellent communications skills, including writing and oral skills
- Able to work well as part of a team and use their own initiative
- Approachable and able to relate to people from a diverse range of backgrounds
- Sound judgement and sensitive handling of confidential information
- Competency in Microsoft applications, including Word, Excel and Outlook
- Knowledge of file management, transcription and relevant administrative tasks
- Ability to meet strict deadlines and work under pressure.
- A valid drivers' license and own vehicle for company travel
- A minimum of a Bachelor's degree in environmental related discipline (can be finishing final year)

Highly Desirable

- Understanding of the environmental sector and the issues concerned
- Access to transport and can get to our offices in Bryanston on a daily basis
- Fluency in at least one other official South African language

To apply:

Please forward your CV, including the details of 2 referees, and a cover letter motivating your suitability for the role to janavi@greenmatter.co.za and cc neo@greenmatter.co.za by **16 September 2019**. Include 'GreenMatter Intern' in the title of your email.

A monthly stipend will be offered to the successful candidate. Only shortlisted candidates will be contacted.

GreenMatter is committed to promoting employment equity and accordingly invites applications from all people who meet the above requirements.