



Job description – Sanctuary Manager **Vervet Monkey Foundation, Tzaneen, South Africa**

This position will fulfill the needs of the Vervet Monkey Foundation by overseeing all aspects of animal care and team management to ensure the Foundation runs smoothly.

Reporting directly to – Dave & Josie Du Toit (Directors)

Full time position with some on call duties

Length of period: Long term (min of 2 years but preferably as long as possible)

Working hours – anytime between 7am - 5pm (some overnight baby shifts and evening shifts possible in baby season Nov – Feb). There will be some out of hours depending on the monkey's / VMF's needs and how many volunteers we have here.

Visa requirements – 2-3 year volunteer visa for international applicants, please check with your local embassy for updated information. You will usually need to apply within your home country in advance before coming out. We can write you a letter.

Probationary period – All staff members will be taken on for a 3-month trial period initially, after which period of time, a two-way appraisal will be given. *A monthly stipend will be offered after 3-month probationary period.*

Responsibilities:

This position overlaps in duties with the Animal manager position

- Ensure all aspects of the Sanctuary runs smoothly including staff, animal management and projects.
- Supervise voluntary staff, including all staff training and appraisals.
- Manage internships at the foundation: make sure the interns are trained properly by the corresponding staff, help solve any issues related to the job.
- Ensuring all staff follow current protocols and that protocols are kept up to date.
- Respond to emails and enquiries about the Foundation, answer calls as needed.
- Recruit volunteers, including short-term volunteers.
- Selection process of potential interns and staff.
- Send and update the Adoption packs for the troops at the Foundation.

- Liaise with donors and arrange Monkey Namings.
- Oversee the arrival of new monkeys and ensure the subsequent care of them.
- Assist with monkey care activities as needed, including: critical veterinary care, integrations, escaped monkeys, etc.
- Fundraising projects – are an essential ongoing need of the foundation and we expect long-term staff to participate regularly to help with funding.
- Assist with grant writing, annual reports, strategic plan, etc.
- Run social media pages and help compile newsletters.
- Attend & participate in regular volunteer and staff meetings.
- Oversee and help coordinate the yearly vet course.
- Ensure maintenance around the foundation is being kept up.
- Conduct guided tours for local guests and schools.
- Help coordinate our education programme.
- Sharing your knowledge with other volunteers and being friendly & approachable towards them.
- Sharing the responsibility of volunteer meetings on Wednesday evenings at 6:30 pm and participate where necessary.
- Record keeping / database.
- Liaise with the Director's regularly and follow the vision of the VMF Take on other responsibilities to help the centre with funding and progression for the monkeys and the volunteers.

This list is not exhausted and may vary depending on season or changes to the foundation.

Attributes required for the position:

- Excellent communication and leadership skills are essential
- Patience, reliable, flexible, responsible, punctual and conscientious
- Supervisory skills
- Work on own initiative as well as in a team
- Perform all tasks in the best interest of the foundation, monkeys and the volunteers.
- Strong interest in wildlife conservation
- Able to work in a hot climate at times
- Able to work with people of different personalities and backgrounds
- Able to live and volunteer in the same community of people with changeable dynamics
- Trust, honesty and respect towards all members of the team
- Patient and friendly towards volunteers
- Fluent English speaking

Qualifications / Experience:

Min 4 A-C grade GCSE's with further education or equivalent

Experience in supervising / managing people

Previous working / volunteer experience / experience with animals

Suitable animal / primate qualification (preferred)

Experience in a working environment for a min of 2 years

Accommodation provided & living conditions:

Basic accommodation includes - staying in a wooden cabin which includes 1 small table, 1 pillow, 1 mattress, 1 sheet, 1 pillowcase.

There is no electricity at the village but a few solar lights

Electricity is provided at the main cottage to recharge items such as cell phones etc

Eco-toilets and bush showers with hot and cold water

Main meals are eaten at the cottage & are all vegan. No meat, fish or animal products including cheese, milk or eggs may be brought on to the premises. We ask all voluntary staff to lead a vegan lifestyle whilst working at the VMF.

Cottage area comprises of – kitchen area with fridge, dining tables, internet computer, electricity.

Location – Tzaneen:

Climate is tropical being hot and humid in the rainy season, summer Nov – Feb and dry and cooler in winter May – October.

Tzaneen is not a malaria area but Kruger park and other local attractions are, prophylactics can be used and obtained via the doctor in Tzaneen if necessary

Tzaneen town is 25km from the centre with a shopping mall.

Approx situated 1 hour from Kruger National Park

Working environment:

The foundation is 25 hectares in size with over 500 vervet monkeys.

Working partly outdoors, supervising and introducing volunteers to your area involves walking up a slight hill

Carry a radio to communicate with others on site

Administration work using a computer and database to update records at the office.

Holiday:

You are entitled to one and a half days off per week and 20 days holiday per year to go touring at quiet times and providing we have enough cover. Holiday requests must go to Josie in advance and cannot roll over to the next year without special permission from Josie or Dave. Please note although you have days off, you still need to check the monkeys in your section as you will be responsible for their care.

Public holidays – you will normally be asked to work a minimum of half a day or more on public holidays unless there is sufficient cover.