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RESEARCH ASSISTANT/ JUNIOR CONSULTANT TO WORK AS A STAKEHOLDER ENGAGEMENT SPECIALIST WITHIN THE ENVIRONMENTAL IMPACT ASSESSMENT (EIA) DEPARTMENT

Anchor Environmental Consultants is a consulting firm based in Tokai, Cape Town. We provide expertise in ecology, ecosystem services and environmental economics across marine, estuarine, freshwater, and terrestrial environments. Our services range from ecological and socio-economic research to specialist studies, ecosystem valuations, conservation planning, EIAs, Environmental Monitoring Programmes and Management Plans.

Anchor is seeking a talented and enthusiastic individual to join our EIA Team as soon as possible. This role involves managing stakeholder engagement processes and supporting the Team in project management, administration, and reporting. We are looking for someone with diverse interests, a desire to learn new skills, the ability to work within a multidisciplinary team, while also being able to work independently.

The ideal candidate should have/ meet the following minimum requirements:

- An Honours or Masters degree (E.g. BSc Hons, MSc, BSocSci Hons, MSocSci, etc.) in a relevant discipline or combination of disciplines in Environmental or Life Sciences, Environmental Management, Environmental Law, etc.;
- Meets Environmental Assessment Practitioner (EAP) Association of South Africa (EAPASA) registration requirements and is willing to register as a candidate EAP;
- Excellent spoken and written English, project management skills, technical writing skills and attention to detail;
- Have a particular passion for working with various stakeholders, including those from public, private, and government sectors;
- Excellent interpersonal skills, including confident communication in public settings and facilitating stakeholder engagement. Additionally, adept at conflict resolution in impassioned public engagement settings; and
- Computer proficiency, specifically in MS Word and Excel.

The technical responsibilities of the positions will include, but are not limited to, the following:

- Organising and overseeing stakeholder engagement processes, including public meetings, focus groups, and individual consultations, while managing all logistical aspects (as listed below).
- Compiling comprehensive stakeholder lists by gathering information from various sources.
- Maintaining regular communication with stakeholders and tracking their feedback.
- Engaging professionally with government officials.
- Drafting notices/ads, coordinating their distribution or placement in newspapers, arranging venues, meeting materials, presentations, chairing meetings, taking and drafting minutes, and compiling feedback.
- Writing reports on stakeholder engagement activities (Stakeholder engagement reports).

- Adhering to strict government-mandated timelines for stakeholder processes and ensuring compliance with and surpassing the requirements for stakeholder engagement as specified in gazetted regulations.
- Willingness to travel to various locations within South Africa and potentially abroad to participate in stakeholder processes and engage with officials and stakeholders on-site.
- Assisting with EIAs and reporting, which may include writing sections of the report and reviewing specialist studies.

The following skills would be advantageous:

- A background in social and/ or environmental sciences, with demonstrable knowledge of the interface between human actors and the environmental system.
- Experience or studies in environmental law.
- Proficiency in one or more of South Africa's official languages and an understanding of traditional cultural practices and heritage to facilitate appropriate engagement.
- Already registered as a candidate EAP with EAPASA.
- Experience conducting stakeholder interviews, facilitating focus groups and meetings, etc.
- Experience using recording and transcription software programs.

Please send a cover letter outlining how you meet the requirements and can fulfil the technical capabilities, along with your CV and the names of at least three referees, to admin@anchorenvironmental.co.za. Please use "Stakeholder Engagement Position" in the email subject line. The application process will remain open until the position is filled (visit our website for updates). Only shortlisted candidates will be contacted.