

WE'RE HIRING: Administrator – Wildlife Protection Unit (NSPCA)

The NSPCA's Wildlife Protection Unit is looking for a highly organised and proactive Administrator to support national wildlife protection operations.

What You'll Do

- Manage and track complaints, ensuring timely action
- Support inspectors with case progress, reports, and evidence handling
- Maintain accurate records, reports, and filing systems
- Coordinate logistics (travel, meetings, accommodation)
- Assist with statistics, reporting, and operational tracking
- Support communication and stakeholder coordination

What We're Looking For

- Strong administrative and organisational skills
- High attention to detail
- Ability to work under pressure
- Excellent communication and coordination ability
- A proactive, solutions-driven mindset
- A genuine commitment to animal welfare
- An advanced knowledge of Office365 programs with an emphasis on Excel as statistics and reporting are a priority.

Why This Role Matters

Your work will directly support the protection of South Africa's wildlife and the enforcement of animal welfare legislation.

This is more than admin.

It's impact.

Apply Now

Send your CV and a short motivation to: wild3@nspca.co.za