



Namibia Nature Foundation

14 October 2024

Information Pack: North West Coordinator CBO Strengthening

Thank you for your interest in working with us, you will find below the instructions on how to apply as well as the full job description.

How to Apply

- Please submit your CV and a cover letter of no more than 2 pages by email
- You must include the following text in the subject line of your email

NW Coordinator

- Emails should be sent to info@nnf.org.na

Deadline

- The Deadline for applications is **Sunday 17 November 2024**

Further information

Please note, that due to the large volume of applications, only shortlisted candidates will be contacted.

The NNF reserves the right to modify job adverts or to not make an appointment.

This position is only open to Namibian Citizens (preferentially) or those with permission to reside and work in Namibia (e.g. with permanent residence or domicile)

Should you have any queries please contact us at the following address info@nnf.org.na



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Namibia Nature Foundation Job Description

Job Title: Project Coordinator CBO Strengthening North West
Location: North West Namibia
Reports to: CBO Strengthening Programme Lead
Supervises: Trainees and Young Professionals

1. Overall Objective

The Project Coordinator will play a key role in strengthening Community-Based Organizations (CBOs) within in the Kunene and Erongo regions. The coordinator will focus on enhancing Environmental Impact Assessment (EIA) processes and advancing community agency. They will forge strong collaboration with the tourism industry and conservation partners such as SRT, TOSCO, EHRA, IRDNC, and other NACSO members to promote sustainable development and conservation efforts.

2. Key duties and responsibilities:

2.1. EIA Strengthening:

- Develop and implement strategies to enhance EIA capacities within CBOs.
- Organize training workshops and capacity-building sessions on EIA processes and best practices.
- Provide technical support to CBOs in conducting EIAs and interpreting results.

2.2. Collaboration and Partnerships:

- Establish and maintain strong relationships with the tourism industry and conservation organizations.
- Coordinate joint initiatives and projects with partners like Save the Rhino Trust, TOSCO, EHRA, IRDNC, and NACSO members.
- Facilitate regular meetings and communication among stakeholders to ensure alignment of objectives.

2.3. Project Management:

- Plan, execute, and monitor projects aimed at EIA strengthening and community development.
- Manage project budgets, timelines, and deliverables effectively.
- Prepare and submit regular project reports to the Senior Coordinator and funding bodies.

2.4. Community Engagement:

- Engage with local communities to raise awareness about environmental conservation and sustainable tourism.
- Support CBOs in developing community-led initiatives that align with conservation goals.
- Address community concerns related to environmental impacts and tourism activities.



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2.5. **Monitoring and Evaluation:**

- Develop monitoring and evaluation frameworks to assess the effectiveness of EIA strengthening efforts.
- Collect data and analyze outcomes to inform future project planning.
- Report on key performance indicators and suggest improvements as needed.

2.6. **Qualifications and Experience:**

- Bachelor's degree in Environmental Science, Natural Resource Management, Community Development, or a related field.
- Minimum of 3-5 years of experience in project coordination, preferably in environmental conservation or community development.
- Proven experience with Environmental Impact Assessments and familiarity with Namibian EIA regulations.
- Experience working with CBOs and knowledge of the socio-economic dynamics in the Kunene and Erongo regions.
- Strong network within the tourism industry and conservation organizations in Namibia.

2.7. **Skills and Competencies:**

- **Project Management:** Ability to manage multiple projects simultaneously, ensuring timely delivery of outputs.
- **Communication:** Excellent verbal and written communication skills in English; proficiency in local languages is an advantage.
- **Interpersonal Skills:** Strong ability to build relationships with a diverse range of stakeholders.
- **Analytical Skills:** Proficient in data analysis and interpretation related to EIAs and project outcomes.
- **Cultural Sensitivity:** Understanding of local cultures and practices in the Kunene and Erongo regions.
- **Computer Literacy:** Proficient in Microsoft Office Suite and project management tools.
- **Driving License:** Valid driver's license with the ability to travel extensively within the regions.