



Namibia Nature Foundation

14 October 2024

Information Pack: Programme Lead – Community Based Organisation 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

CBO Lead

- 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: Programme Lead CBO Strengthening

Location: Windhoek, Namibia

Reports to: Director of Programmes

Supervises: CBO Programme Staff

1. Overall Objective

The Senior Coordinator will lead the Namibia Nature Foundation's (NNF) Community-Based Organisational Strengthening Programme. This role focuses on empowering local communities by enhancing their capacity to manage natural resources sustainably, strengthening governance structures, and fostering the development of community-based organisations (CBOs). The Senior Coordinator will ensure that NNF's efforts align with broader conservation goals while addressing the socio-economic needs of communities

2. Key duties and responsibilities:

2.1. Programme Leadership

- Lead and manage the Community-Based Organisational Strengthening Programme to ensure successful implementation of projects and activities.
- Develop, oversee, and evaluate strategies to enhance the organisational capacity of community-based organisations (CBOs).
- Ensure alignment with NNF's conservation and community development objectives.
- Foster cross-programme collaboration by facilitating the integration of environmental assessment and impact reporting into NNF's broader conservation and community-based natural resource management (CBNRM) strategies

2.2. Capacity Building and Training

- Design and implement programs to strengthen governance, management, and operational capacity within CBOs.
- Facilitate knowledge sharing and best practices across communities to support sustainable management of natural resources, focusing on biomass and non-timber forest products.
- Develop training materials and resources tailored to the specific needs of each community.

2.3. Community Engagement and Partnerships

- Foster strong relationships with local communities, government agencies, NGOs, and other stakeholders involved in community-based conservation.
- Promote participatory approaches to ensure community involvement in the planning and execution of projects.
- Facilitate partnerships between CBOs and private sector entities to unlock opportunities for growth and development.



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2.4. Programme Management

- Oversee the planning, budgeting, and reporting of programme activities, ensuring that all operations are in line with NNF's financial and administrative guidelines.
- Monitor and evaluate the impact of the programme through regular assessments and data collection, providing feedback to improve effectiveness.
- Prepare progress reports for internal stakeholders and funders.

2.5. Staff Management and Leadership

- Provide leadership and management to the programme team, ensuring a high-performing and motivated team.
- Oversee staff development and performance, offering guidance, mentorship, and capacity-building opportunities to ensure professional growth.

2.6. Sustainable Livelihoods and Resource Management

- Provide guidance on sustainable livelihoods strategies that can help communities derive economic benefits from biomass and non-timber forest products.
- Ensure that community-based projects are environmentally sustainable, economically viable, and socially inclusive.
- Lead efforts to enhance the resilience of communities to climate change and other environmental challenges.

2.7. Institutional Strengthening and Development

- Provide support for the institutional strengthening of CBOs, ensuring that governance structures, financial management, and operational procedures are robust and sustainable.
- Support CBOs in exercising their rights with regards to developments and the Environmental Management Act, especially those related to extractive industries
- Support the private sector engagement component of NNF's strategy, ensuring that CBOs are equipped to engage with commercial entities for mutual benefit.

2.8. Policy Advocacy and Networking

- Work closely with NACSO and the NACSO Partners in the CBNRM programme.
- Represent NNF in forums, meetings, and workshops especially those related to community-based conservation and organisational strengthening.
- Engage in policy advocacy to support the creation of enabling environments for CBOs to thrive.
- Build networks and alliances with other organisations that share similar goals.

2.9. Integrated Work and Support of other NNF Programmes

- Collaborate with other NNF programme teams to ensure an integrated approach to conservation and development, maximizing synergies across projects.
- Provide support across other NNF programmes towards placing people and community based organisations at the centre of our efforts around biodiversity conservation, community-based natural resource management (CBNRM), and sustainable livelihoods development.
- Share lessons learned and best practices from the CBO Strengthening programme to enhance NNF's overall impact and to foster cross-programme collaboration.



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3. Desired Qualifications and Experience

This position requires:

- Bachelor's degree in Social Sciences, Natural Resource Management, Community Development, or a related field (Master's degree preferred).
- Minimum of 7 years of experience in community-based conservation or organisational development, with a focus on capacity building and governance strengthening.
- Experience working with rural communities, especially in the context of natural resource management and livelihoods.
- Strong project management and leadership skills.
- Excellent communication, training, and facilitation skills.
- Ability to work with a range of stakeholders including government, private sector, and community representatives.

4. Knowledge, skills and abilities

- Demonstrable understanding of community-based conservation principles and the socio-economic dynamics of rural communities.
- Familiarity with biomass, non-timber forest products, and sustainable livelihood approaches.
- Proven ability to build capacity and strengthen governance structures.
- Strong interpersonal skills, with the ability to manage diverse teams and foster collaboration.
- A commitment to the values and mission of the Namibia Nature Foundation