



Namibia Nature Foundation

14 October 2024

Information Pack: EIA Coordinator

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

EIA 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



Namibia Nature Foundation

Namibia Nature Foundation Job Description

Job Title: Project Coordinator EIA Strengthening
Location: Windhoek, Namibia
Reports to: CBO Strengthening Programme Lead
Supervises: EIA Project Staff

1. Overall Objective

The EIA Specialist will provide technical expertise and support to strengthen the Namibia Nature Foundation's (NNF) engagement with Environmental Impact Assessment (EIA) processes, particularly as they pertain to rights holders and conservation areas. The role will focus on ensuring compliance with Namibia's Environmental Management Act, promoting best practices in environmental planning, and fostering collaboration with the CBO Strengthening Programme to enhance community-based involvement in environmental governance. This position works closely with the CBO Strengthening team and various stakeholders to contribute to sustainable development and conservation efforts

2. Key duties and responsibilities:

2.1. Project Coordination

- Coordinate and manage the EIA component of NNF's Community Based Organisational Strengthening Programme, ensuring successful implementation of activities that support environmental assessment and planning.
- Develop, oversee, and evaluate strategies to enhance the capacity of rights holders, particularly in conservation areas, to engage in EIA processes.
- Ensure alignment with NNF's conservation, community development, and CBO strengthening objectives.

2.2. EIA Screening and Follow-up

- Establish a system for screening and following EIA processes in close collaboration with partners like the Namibian Chamber of Environment (NCE) and Namibian Environment & Wildlife Society (NEWS).
- Review and respond to EIA notices, particularly those related to extractive industries, ensuring alignment with national legislation and the Extractive Industries Transparency Initiative (EITI).
- Coordinate with subject matter experts to provide technical input into complex EIA processes.

2.3. Capacity Building and Training

- Develop and deliver capacity-building programmes aimed at empowering local communities, rights holders, and CBOs to effectively engage with environmental assessment and planning.
- Ensure that capacity-building activities are integrated with the CBO Strengthening Programme and tailored to the needs of each community.



Namibia Nature Foundation

2.4. Promote Environmental Assessment & Planning

- Promote environmental and planning standards in line with Namibia's Environmental Management Act, the Environmental Practitioners Association of Namibia, and international best practices.
- Support efforts to create a robust business environment with sound environmental safeguards, which contribute to sustainable resource management.

2.5. Community Engagement and Partnerships

- Foster strong relationships with CBOs, local communities, government agencies, and private sector partners to support sound environmental assessment and planning.
- Collaborate closely with the CBO Strengthening team to ensure that environmental assessments are inclusive and community-driven.
- Ensure that CBOs and rights holders are actively involved in planning and executing projects that align with Namibia's Environmental Management Act.

2.6. Technical Support

- Provide technical support and mentoring to partners, particularly in engaging with EIA processes and environmental governance.
- Develop and maintain a register of land and resource rights to guide community planning and responses to environmental impacts.

2.7. Communications & Reporting

- Provide timely reports to partners, stakeholders, and donors, with a focus on transparency and accountability.
- Where appropriate, engage the media and provide public information to raise awareness about NNF's work in environmental impact assessments.

2.8. Staff Management and Leadership

- Provide mentorship to junior staff and consultants working on EIA and environmental planning.
- Foster a collaborative and inclusive working relationship within the CBO Strengthening team and with external partners.

2.9. Policy Advocacy and Networking

- Represent NNF in forums, workshops, and meetings related to environmental management, particularly within the context of CBO engagement.
- Engage with policymakers to advocate for strong environmental governance frameworks that align with Namibia's Environmental Management Act.

3. Desired Qualifications and Experience

- A degree in environmental management or a related field. A Master's degree would be advantageous.
- Minimum of 3 years of experience in environmental impact assessments, planning, or related fields.
- Strong knowledge of Namibia's Environmental Management Act and regulations.
- Experience in engaging communities, particularly in the context of conservation and natural resource management.
- Project management experience
- Strong communication, training, and facilitation skills.



Namibia Nature Foundation

- Ability to work with diverse stakeholders, including government, private sector, and community representatives.
- A valid driver's license and the ability to work in remote areas.

4. Knowledge, Skills, and Abilities

- Strong initiative and ability to work independently and as part of a team.
- Willingness to work for extended periods in remote areas.
- Commitment to the values and mission of the Namibia Nature Foundation