



Namibia Nature Foundation

14 October 2024

Information Pack: Programme Coordinator Sustainable Forestry

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

Forestry Coordinator

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

Deadline

- The Deadline for applications is **Sunday 10 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: Programme Coordinator Sustainable Forestry

Location: Windhoek, Namibia

Reports to: Director of Programmes

Supervises: Forestry Programme Staff

1. Overall Objective

The Forestry Coordinator will coordinate the Namibia Nature Foundation's (NNF) Sustainable Forestry Programme. This role focuses on sustainable forest management, promoting the conservation of forest ecosystems, and enhancing the livelihoods of local communities through the sustainable use of forest resources. The Forestry 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 coordination

- Coordinate and manage the Sustainable Forestry Programme to ensure successful implementation of projects and activities.
- 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.
- Foster cross-programme collaboration

2.2. Capacity Building and Training

- Design and implement programs to strengthen forest management, for Directorate of Forestry and Community Forests
- Facilitate knowledge sharing and best practices across communities to support sustainable management of natural resources, focusing on non-timber forest products.
- Develop training materials specific to the needs of Directorate of Forestry and/or Community Forests.

2.3. Community Engagement and Partnerships

- Build and strengthen relationships with community forests, government agencies, NGOs, and other stakeholders involved in sustainable forestry.
- Support institutional strengthening of Community Forests, ensuring that governance structures, financial management, and operational procedures are robust and sustainable.

2.4. Staff Management

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



Namibia Nature Foundation

2.5. Sustainable Livelihoods and Resource Management

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

2.6. 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 Sustainable Forestry programme to enhance NNF's overall impact.

3. Desired Qualifications and Experience

This position requires:

- Bachelor's degree in forestry, Natural Resource Management, or a related field (Master's degree preferred).
- Minimum of 5 years of experience in forestry or community-based conservation, with a focus on forestry management.
- Experience working with rural communities, especially in the context of forest management, natural resource management and livelihoods.
- Strong project management 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 sustainable forest practices and community-based forestry principles.
- Familiarity with biomass, non-timber forest products, and sustainable livelihood approaches.
- Proven ability of working with communities.
- Strong interpersonal skills, with the ability to coordinate a diverse team and promote collaboration.
- Code 8 driver licence
- A commitment to the values and mission of the Namibia Nature Foundation