



Namibia Nature Foundation

14 October 2024

Information Pack: Marine and Coastal Intern

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

Marine Intern

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

Deadline

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

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: Marine Projects Intern

Location: Swakopmund, Namibia

Reports to: Senior Development Officer

A. Overall Objective

A Marine Projects Intern vacancy has become available, based in Swakopmund, under the marine and coastal programmatic team housed by the Namibia Nature Foundation (NNF). Our goal is to strengthen Namibia's Islands' Marine Protected Area (NIMPA) management to secure populations of biodiversity and marine ecosystem services, further to secure income opportunities for coastal communities, and diversifying livelihood opportunities. We work towards Marine Protected Areas expansion and exploring other effective area-based conservation measures (OECMs) at the national level.

The intern will be responsible for providing technical and administrative support to the marine and coastal programmatic team. High-quality standards must be maintained to uphold the NNF's conservation mandates, by carrying out conservation related duties that will contribute to the overall protection of our marine resources and supporting coastal communities.

B. Results achieved by Key duties and responsibilities:

- **Data Management and Analysis:**
 - Organize and manage collected data using appropriate software and databases
 - Analyse data to identify trends, patterns, and significant findings
 - Prepare data summaries, reports, and presentations
 - Support the development stakeholder databases and update stakeholders list for all marine projects
- **Outreach and Educations:**
 - Support the development and delivery of educational materials, presentations, workshops, brochures, websites, and social media content on marine conservation topics
 - Participate in public outreach events and community engagement activities
- **Project Support:**
 - Provide administrative support for marine conservation projects, including procurements, travel logistics and reporting
 - Assist in coordinating with partners, stakeholders, and government agencies
 - Contribute to project planning, implementation, and evaluation
 - Perform other tasks as assigned

C. Desired Qualifications and Experience

- Undergraduate or graduate student in marine biology, environmental science, or a related field
- Strong interest in marine conservation and a passion for environmental protection



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- Excellent research, data analysis, and writing skills
- Experience with marine field work or research is preferred but not required
- A valid driver's license

D. Knowledge, skills, and abilities

- Task and goal orientated
- Self-Motivated
- Willingness to learn/ improve
- Ability to work under continuous pressure and long hours
- Excellent communication and interpersonal skills for effective stakeholder engagement
- Ability to work collaboratively in a team and independently when required
- Proficiency in Microsoft Office suite and data analysis software
- Passion for marine conservation and a commitment to sustainable resource management

E. Application Process

Interested candidates should submit the following documents:

- A cover letter detailing their interest in the position and relevant experience
- A comprehensive CV
- Contact details of three professional references.

Note: This job description outlines the general nature and key responsibilities of the role but is not exhaustive. The specific tasks and duties may vary depending on project requirements and the evolving needs of the NNF marine and coastal programmatic area as a whole