



# Namibia Nature Foundation

14 October 2024

## Information Pack: Marine and Coastal Project Assistant

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 Assistant

- Emails should be sent to [info@nnf.org.na](mailto: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](mailto:info@nnf.org.na)



# Namibia Nature Foundation

## NAMIBIA NATURE FOUNDATION JOB DESCRIPTION

**Job Title:** Project Assistant

**Location:** Windhoek, Namibia

**Reports to:** Marine Coordinator and NIMPA+ Project Leader

### A. Programme Background

A Project Assistant vacancy has become available, based in Windhoek, under the Marine and Coastal Conservation 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. Supplementary 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 Project Assistant will be responsible for providing 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 duties that will contribute to the overall protection of our marine resources and supporting coastal communities.

### B. Overall Objective

The Project Assistant will play a crucial role in supporting the planning, execution, coordination and management of the Marine and Coastal Conservation Programmatic team. The aim of this position is to facilitate a variety of administrative and operational tasks under the supervision of the Marine Coordinator and the NIMPA+ Project Leader.

The duties for this position are housed under the NNF marine and coastal programmatic area that is predominantly funded by Blue Action Fund, Oceans 5, Blue Marine Foundation and The Royal Society for the Protection of Birds. This contract is for a fixed term of one year with the possibility of renewal based on satisfactory performance. The project assistant will provide support to all projects in the marine portfolio under the supervision of the Marine Coordinator and the NIMPA+ Project Leader.

### C. Duties and Responsibilities

Work alongside the Marine Coordinator or NIMPA+ Project leader and/or Coastal team in the execution of different projects activities which will include, but is not limited to the following:

- Regularly engaging with the team about the delivery of project objectives,
- Regularly engaging with relevant stakeholders and reporting on project activities and progress,



# Namibia Nature Foundation

- Supporting the development and implementation of project work plans and timelines,
- Participating in fieldwork, site visits, and other hands-on project-related activities,
- Assisting in the preparation of reports, presentations, and other project-related documentation,
- Assist with administrative tasks and duties,
- Support the development of project proposals,
- Support the integration of the projects with other relevant and appropriate initiatives,
- Conduct research on issues of environmental and ocean governance, including the latest scientific findings, policy developments and technological advancements,
- Assist in the development of training programs and materials on marine conservation, sustainable resource use, and effective management practices,
- Maintain a good working relationship and spirit of co-operation with all relevant stakeholders,
- Carry out any similar reasonable work-related instructions (as expected by the supervisors),
- Participate in national and international conferences and provide support with trainings, workshops and technical input where needed under the various marine projects.

## D. Professional Development

- Flexibility to adjust to different tasks and changing priorities
- Ability to work collaboratively within a team environment
- Participates in opportunities for personal growth contributing to an improved NNF

## E. Desired Qualifications and Experience

- Master's degree in biodiversity management, environmental management, natural resources or related field
- Minimum 2 years' experience in project management in lieu of master's degree
- Familiarity with topics related to conservation, marine biodiversity, environmental governance
- Prior experience in entry-level roles in project management is highly advantageous

## F. Knowledge, skills, and abilities

- A working knowledge of the field of donor funding
- A high working knowledge of Microsoft applications
- Highly detail-oriented and organised
- Ability to plan and organise own work to meet a stream of deadlines
- Good command of written and spoken English
- Enthusiast and flexible
- Punctual and reliable attitude



# Namibia Nature Foundation

---

- Passion for marine conservation and a commitment to sustainable resource management.

## G. Other Requirements

- Must have a Valid driver's license
- Available to travel locally and internationally at short notice
- Must be a Namibia citizen

## H. 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**