



Namibia Nature Foundation Vacancy announcement

Project Trainee “Community Fisheries” Program

The Namibia Nature Foundation is looking for a project trainee with immediate effect for the community fisheries program. The post will be for one year, with no option to extend under normal circumstances. Funding for the position is subject to availability of funds.

Key duties and responsibilities

Responsibilities/ results	Tasks/ Activities
Admin support	<ul style="list-style-type: none"> Assist the technical staff members of all fisheries projects with project administration, especially facilitate the smooth implementation of standard procedures (timesheets, logsheets, advances and reconciliations); liaise with the finance department and HR as interface; Check completeness of documents submitted by the regional staff members prior to further processing;
Support the coordination of the activities in all projects	<ul style="list-style-type: none"> Assist project staff members with developing quarterly and monthly work and budget plans; Assist with developing and maintaining a Monitoring and Evaluation system of the projects; procure equipment as identified by project staff members and in liaison with HR and the Finance department;
Project consultant contracts	<ul style="list-style-type: none"> Draft Terms of Reference for long-term and short-term consultants; Monitor validity of contracts and advise on need for amendments as necessary; Monitor compliance to the contracts and the specifications of all involved parties (consultant, NNF, donor);
Reporting	<ul style="list-style-type: none"> Submit monthly reports to the teamleader with detailed information about progress and challenges; Assist other project staff members with the production of quarterly and annual reports; Review reports as needed;
Accounting	<ul style="list-style-type: none"> Assist the regional staff members in managing project funds in order to achieve the anticipated execution rate of budget expenditure; Assist teamleader with accounting;
Technical assistance	<ul style="list-style-type: none"> Assist the other project staff members with sourcing technical expertise as need arise Take over technical tasks; Assist with field work as requested; Help organize events as required;
Filing	<ul style="list-style-type: none"> Develop and maintain a sound digital filing system for all fisheries projects; Assist regional offices with filing systems;
Communication	<ul style="list-style-type: none"> Liaise with project staff to develop social media posts; Liaise with communications department for publication;
Other tasks	<ul style="list-style-type: none"> Undertaking other duties and tasks as delegated by the teamleader;

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COMMUNITY
FISHERIES IN
KAZA

	<ul style="list-style-type: none">• Undertaking any tasks or duties, at own initiative or upon request, that will contribute to the smooth-running and efficiency of the NNF project and the fulfilment of its mission;• Maintaining a productive, supportive relationship with NNF colleagues and project partners;• Address necessary capacity building and training needs.
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A. Desired qualifications and experience:

The person must have:

- a) Science background, with minimum a Bachelor's degree, preferably a Master's degree in Natural Resource Management, Biodiversity Management or Fisheries
- b) Minimum 6 months of work experience or internships
- c) high interest in Nature Conservation and people's livelihoods and in working for an NGO
- d) excellent command in English as well as writing and reporting skills
- e) Enthusiasm for fieldwork
- f) due to the project being in the Zambezi region a working knowledge of Rugkwangali or Silozi will be an added advantage
- g) Drivers licence (non-negotiable)
- h) Namibian Citizenship or work permit

B. Submission of Application

Interested candidates should submit applications via email to Jessica@nnf.org.na or in person to the NNF Office in Windhoek:

Namibia Nature Foundation
Jessica Nowotes
Frans-Indongo Street 76-78
P O Box 245
Windhoek
jessica@nnf.org.na

Candidates should submit their CV with a motivation letter that clearly states how their skills and experience meet the requirements of the position. References should be included. Applications must be submitted by 27 September 2021. Only short-listed candidates will be contacted. Detailed job description and application instruction can be downloaded from the NNF website: www.nnf.org.na

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