



Namibia Nature Foundation Job Description

Job Title: Specialist/s Environmental and Social Safeguards
Job Grading: D5
Location: Windhoek, Namibia
Reports to: Executive Director
Note: Formal Position (FT/PT) or pool of experts

A. Overall Objective

The Environment & Social Safeguards Specialist/s will ensure the safeguarding of social policies, governance and human rights-based approaches across the work of the NNF and on a needs basis our partners. S/he will be responsible for establishment, coordination and implementation of environment/social safeguard related aspects under NNF varied programs. S/he will also take on an independent role in dealing with complaints from external parties affected by NNF projects in relation to the application of safeguards.

B. Key duties and responsibilities:

Responsibilities	Tasks / Activities
Mainstreaming social aspects and standards into Conservation & Development	<ul style="list-style-type: none"> • Ensure integration of social issues in all stages of project/program management cycle. • Ensure appropriate social safeguards are incorporated in grant agreements and support regular monitoring • Undertake social mapping of NNF’s working sites and provide technical input in design of interventions • Provide technical support in developing/reformulating natural resource policies and guidelines to ensure social safeguards are well integrated • Support the meaningful inclusion of marginalized communities while developing new proposals
Mainstreaming environmental aspects and standards into Conservation & Development	<ul style="list-style-type: none"> • Ensure integration of environmental issues and risks in all stages of project/program management cycle. • Ensure appropriate environmental safeguards are incorporated in grant agreements and support regular monitoring • Undertake environmental risk mapping of NNF’s working sites and provide technical input in design of interventions • Provide technical support in developing/reformulating natural resource policies and guidelines to ensure environmental safeguards are well integrated
Capacity Building	<ul style="list-style-type: none"> • Build internal capacity at NNF in social policies – primarily human rights based approaches (HRBA), free prior information consent (FPIC) and gender equality and social inclusion. • Build capacity of NNF staff and relevant program stakeholders such as local bodies, civil society organizations and communities on issues related to environmental and social policies as well as good governance

	<ul style="list-style-type: none"> • Build capacity of program staff on NNF Environmental and Social Safeguards Framework - Integrated Policies and Procedures • Analyse capacity gaps of projects and project sub-grantees in regard to Environment and Social Safeguards • Develop capacity building/training materials on NNF’s policies and international best practice and relevant case studies.
<p>Free Prior Informed Consent (FPIC)</p>	<ul style="list-style-type: none"> • Conduct periodic assessments to identify indigenous and local communities in NNF’s project areas in coordination with project teams and partners. • Conduct meaningful consultations with concerned indigenous people and local communities in project areas and create a process document contributing to appropriate FPIC processes • Assess and evaluate various options and identify appropriate mitigation measures • Lead the Free Prior Informed Consent (FPIC) process prior to project planning and development
<p>Monitoring & Communication of Safeguards Compliance and Reporting</p>	<p>In close collaboration with the Contracts & Compliance manager</p> <ul style="list-style-type: none"> • Support projects and partners in conducting gender equality and social inclusion analyses at grassroot levels and/or community (right holder) and institutional (duty bearer) levels • Ensure Periodic review of ESSF mitigation plan/s and monitoring reports submitted by relevant projects • Monitor safeguards compliance in close coordination with the contracts & compliance manager in a timely manner • Communicate project/programs safeguards issues to relevant project teams, Management Committee, Senior Management Team, the Executive Director and where appropriate the NNF Board. • Provide clear and transparent project related information to Indigenous and local communities (and their affiliated organisations), sub-grantee and other key stakeholders
<p>Communications & Reporting</p>	<p>In line with management arrangements established (as above):</p> <ul style="list-style-type: none"> • Supports the production of consolidated ESS reports for NNF and to meet donor reporting requirements. • Supports feedback (through appropriate formats and forums) to NACSO and other NNF stakeholders. • Enhances communications regarding ESS. <p>In coordination with the Executive Director participates in ESS events and networks.</p>
<p>Outreach and Partner Engagement</p>	<p>Meets on a regular basis with relevant MEFT staff, NACSO partners, colleagues and stakeholders as appropriate.</p> <p>Maintains a network and contacts to development agencies, with a particular emphasis on ESS and compliance aspects for conservation and development.</p>

<p>Planning & Development</p>	<ul style="list-style-type: none"> • Support project acquisition and relevant accreditation (e.g. Green Climate Fund) with specialised ESS input. • Develop and regularly update Governance framework to support NNF’s work and ensure timely implementation through interaction with relevant teams • Continually review relevant requirements of key institutional donors for environmental and social risk management • Support the development and operationalisation of a Grievance Mechanism and ensure it’s effective functioning in coordination with Senior management Team
<p>Human Resource Management</p>	<p>Provides mentorship and promotes institutional pride and commitment through example, work ethic and professionalism.</p> <p>Fosters a supportive, inclusive, and positive working relationship with NNF staff, NACSO Partners and consultants.</p>

C. Desired Qualifications and Experience

This position requires:

- An appropriate degree (preferably at Masters level)
- A minimum of 6 years of experience in safeguard related work or other closely related areas.
- The individual should have sound knowledge in safeguards, social policies, indigenous peoples and local communities related issues, gender and social inclusion,
- In addition experience in livelihood, conservation policies and current development issues in Namibia.
- Experience of working with field-based conservation and development initiatives, diverse community groups, partner NGO’s government and donor agencies is desirable.

D. Knowledge, skills and abilities

- ✓ Strong written and verbal communication skills in English other Namibian languages are an asset
- ✓ Ability to work with a cross section of societal groups and still convey conservation concepts and methodologies
- ✓ Must have strong initiative and ability to work independently
- ✓ Willingness and ability to work for extended periods of time in remote and undeveloped areas
- ✓ Valid driver’s license and ability to operate a 4x4 vehicle
- ✓ Strong communication, coordination and facilitation skills
- ✓ Strong negotiating and analytical skills
- ✓ Ability to work in a multidisciplinary and multicultural team.