



Job Description

Job Title:	Forestry Coordinator, Zambezi Region
Job Grading:	C4
Location:	Katima Mulilo, Namibia
Reports to:	Head of Projects

A. Overall Objective

The Forestry Coordinator is responsible for coordinating and implementing activities under the for the Zambezi State Forest Reserve support project. He/she will work closely with the members of the community Forests and Conservancies that border the ZSFR and Directorate of Forestry in the Zambezi Region. This a fixed term position for 18 months with a possibility to extend subject to the availability of funds.

B. Key Duties and responsibilities

Responsibilities	Tasks
Coordinate Zambezi State Forest Reserve (ZSFR) support project activities	<p>Plan, direct and oversee project activities in accordance with the project(s) description, work plan, budget and contract.</p> <p>Ensure that management systems are adhered to and oversee the administration of the project.</p> <p>Liaise closely with the finance team / project accountant(s); give input into project budget planning, and monitor expenditure against budgets.</p> <p>Ensure compliance with NNF financial management systems for projects to adequately meet financial management requirements and donor regulations.</p> <p>Ensure the sound management of all project assets.</p> <p>Ensure the project is delivered in compliance with NNF objectives and donor requirements and regulations.</p> <p>Draw up and implement project work plans and provide support for the implementation of project activities.</p> <p>Undertake field trips to assess project activities.</p>
Strengthen NNF support to Community Based Organisations (CBO) and Directorate of Forestry (DoF) from the Zambezi Region	<p>Provide technical and administrative support for project related activities to CBOs and DoF in the Zambezi Region.</p> <p>Develop CBO funding proposals with the Head of Projects and CBOs to increase community benefits of the ZSFR.</p> <p>Support and implement activities with the CBOs that improve community benefits of the ZSFR.</p> <p>Support DoF in implementation of ZSFR management plan.</p>
Communication and Reporting	<p>As per agreed reporting schedule, submit regular reports (verbal and written) on project activities, progress, results and constraints, and report as required to supervisors, colleagues, partners and donors.</p>

Partnership Development	<p>Build networking and institutional links with NNF partners and potential partners in the Zambezi Region</p> <ul style="list-style-type: none"> • Work closely with Integrated Rural Development and Nature Conservation (IRDNC) • Maintain and strengthen links with Government of the Republic of Namibia (GRN), Non-Governmental Organisations (NGO), Community Based Organisations. (CBO) and private sector and donor institutions • Keep Regional Council, Traditional Leaders, relevant line ministries regularly briefed and updated on activities and developments. • Represent NNF at meetings and functions as appropriate.
Provide leadership and promote institutional pride and commitment through example, work ethic and professionalism	<p>Strictly adhere to the practices and principles adopted by the NNF, and promote responsibility and accountability. Provide leadership, support, guidance and assistance to projects and their personnel in the region.</p>
Foster strong professional and supportive working relationships with NNF colleagues	<p>Attend and actively participate in regular NNF meetings including project as well as NNF planning meetings, PC and staff meetings. Undertake any other tasks or activities as may be required from time to time in support of the objectives of the project and the organisation.</p>

C. Qualifications and Experience

This position requires:

- Minimum of a Bachelor's degree or equivalent Diploma in Natural Resource Management or Wildlife Management or related fields;
- A minimum of 3 years experience
- Project management experience;
- Experience working with local communities and ministry officials, community forestry experience will be a distinct advantage

D. Knowledge, skills and abilities

- Demonstrable organisational / administration and reporting skills (English);
- Good verbal and written communication skills, and excellent interpersonal skills;
- Must have strong initiative and ability to work independently;
- Ability to implement and manage projects according to the required outputs;
- Knowledge of forestry legislation and forestry related issues;
- Knowledge of Namibia indigenous languages preferably from the Zambezi region;
- Code 8 driver licence and to operate a 4x4 vehicle.