



# Namibia Nature Foundation

## Vacancy

### Trainee “Forestry Programmatic Area”

The Namibia Nature Foundation (NNF) is looking for a Trainee for the Forestry Programmatic Team and will be based in Windhoek. The post will be for 1 year and is subject to the availability of funds.

#### Key duties and responsibilities

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

Other tasks	<ul style="list-style-type: none"> <li>• Undertaking other duties and tasks as delegated by the team leader;</li> <li>• 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 fulfillment of its mission;</li> <li>• Maintaining a productive, supportive relationship with NNF colleagues and project partners;</li> <li>• Address necessary capacity building and training needs.</li> </ul>
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**A. Desired qualifications and experience:**

The person must have:

- a) Science background, with a minimum of a Bachelor's degree, preferably a Master's degree in Forestry, Natural Resource Management, or Biodiversity Management
- 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 of English as well as writing and reporting skills
- e) Flexibility and adaptability to work in various environments, including field locations.
- f) Enthusiasm for fieldwork
- g) Driver's license (non-negotiable)
- h) Namibian Citizenship or work permit

**B. Submission of Application**

Interested candidates should submit applications no later than 31 May 2024 end of business via email to [Jessica@nnf.org.na](mailto: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

The application should include a motivation letter, CV with references, copies of qualifications, and driver's license. The motivation letter should state how their skills and experience meet the position's requirements. Only short-listed candidates will be contacted.