



Namibia Nature Foundation

08 May 2026

Information Pack: Project Coordinator: Environmental Impact Assessments (EIA) Strengthening

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

Project Coordinator: EIA Strengthening

- Emails should be sent to cv@nnf.org.na

Deadline

- The Deadline for applications is **Friday 29 May 2026**

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



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Namibia Nature Foundation Job Description

Job Title: Project Coordinator: EIA Strengthening
Location: Windhoek, Namibia
Reports to: Senior Coordinator: Community Conservation Partnerships (CCP)
Supervises: May be required to provide technical oversight to interns, trainees and consultants on a need basis

1. Overall Objective

The EIA Specialist will provide technical expertise and support to strengthen the Namibia Nature Foundation's (NNF) engagement with Environmental Impact Assessment (EIA) processes, particularly as they pertain to rights holders and conservation areas. The role focuses on technical delivery, coordination of EIA-related activities, and community-level support, ensuring that environmental governance processes are accessible, inclusive, and aligned with Namibia's Environmental Management Act and NNF's community conservation approach. This position works closely with the CCP team and various stakeholders to contribute to sustainable development and conservation efforts.

2. Key duties and responsibilities:

2.1. Project Implementation and Coordination

- Coordinate and implement EIA-related project activities under the Community Conservation Partnerships Programme.
- Support delivery of approved workplans and contribute to tracking progress against outputs and timelines.
- Develop, oversee, and evaluate strategies to enhance the capacity of rights holders, particularly in conservation areas, to engage in EIA processes.
- Ensure alignment with NNF's conservation, community development, and CCP Programme objectives.
- Work closely with the CCP Senior Coordinator to ensure alignment with programme priorities and reporting requirements.

2.2. EIA Monitoring, Screening and Follow-up

- Establish a system for screening and following EIA processes in close collaboration with partners like the Namibian Chamber of Environment (NCE) and Namibian Environment & Wildlife Society (NEWS).
- Support the screening and tracking of EIA notices and processes, particularly those affecting conservation areas and community lands ensuring alignment with national legislation and the Extractive Industries Transparency Initiative (EITI)
- Support the preparation of inputs, comments or submissions into EIA processes, in coordination with partners and technical experts.

2.3. Capacity Building and Training



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- Develop and deliver capacity-building programmes aimed at empowering local communities, rights holders, and CBOs to effectively engage with environmental assessment, planning and compliance.
- Support the development of tools, materials and guidance for community engagement in EIAs.
- Ensure that capacity-building activities are integrated with the CBO Strengthening Programme and tailored to the needs of each community.

2.4. Stakeholder Coordination and Partnerships

- Foster strong relationships with CBOs, local communities, government agencies, and private sector partners to support sound environmental assessment and planning.
- Collaborate closely with the CBO Strengthening team to ensure that environmental assessments are inclusive and community driven.
- Participate in relevant technical and coordination meetings as required.

2.5. Technical Support

- Provide technical support and mentoring to partners, particularly in engaging with EIA processes and environmental governance.
- Support interpretation of EIA documents and processes for community stakeholders.
- Facilitate community-level engagement and feedback into environmental decision-making processes.
- Develop and maintain a register of land and resource rights to guide community planning and responses to environmental impacts.

2.6. Communications & Reporting

- Provide timely reports to partners, stakeholders, with a focus on transparency and accountability.
- Where appropriate, engage the media and provide public information to raise awareness about NNF's work in environmental impact assessments.
- Prepare and compile input into technical and donor reports.
- Maintain accurate project records, documentation and tracking tools.
- Contribute to knowledge products, lessons learned and programme learning.
- Represent NNF in forums, workshops, and meetings related to environmental management, particularly within the context of CBO engagement.

2.7. Safeguards and Compliance

- Support integration of environmental and social safeguards into project activities.
- Assist in monitoring compliance issues and escalating risks to the Senior Coordinator.
- Support functioning of grievance and feedback mechanisms related to project activities.

3. Desired Qualifications and Experience



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- A degree in environmental management, natural resource management or a related field.
- Minimum of 3 years of experience in EIA processes, environmental governance, or related fields.
- Strong knowledge of Namibia's Environmental Management Act and regulations.
- Experience in engaging communities, particularly in the context of conservation and natural resource management.
- Strong communication, training, and facilitation skills.
- Ability to work with diverse stakeholders, including government, private sector, and community representatives.
- A valid driver's license and the ability to work in remote areas.

4. Knowledge, Skills, and Abilities

- Strong initiative and ability to work independently and as part of a team.
- Willingness to work for extended periods in remote areas.
- Good coordination and organisational skills.
- Ability to communicate technical concepts to non-technical audiences.
- Commitment to the values and mission of the Namibia Nature Foundation