



Namibia Nature Foundation

Information Pack: Senior Coordinator: Community Conservation Partnerships Programme

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

Senior Coordinator: Community Conservation Partnerships Programme

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

Deadline

- The Deadline for applications is **Friday 22 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: Senior Coordinator: Community Conservation Partnerships Programme

Location: Windhoek, Namibia, with regional travel as required

Reports to: Programme Lead: Community Conservation Partnerships & Safeguards

Supervises: Project Coordinators and assigned programme support staff

1. Overall Objective

The Senior Coordinator provides day-to-day programme management and operational leadership for the Community Conservation Partnerships Programme, serving as the bridge between strategic programme leadership and project-level implementation.

The position supports effective delivery of a portfolio of projects by coordinating implementation, supervising Project Coordinators, strengthening financial and operational performance, ensuring quality control, supporting donor compliance, and facilitating effective communication between implementation teams and programme leadership.

Working under the strategic guidance of the Programme Lead, the Senior Coordinator helps translate programme strategy into coordinated action, strengthens accountability across projects, and ensures that implementation remains responsive, well-managed and aligned with organisational priorities, donor commitments and community partnership principles.

2. Key duties and responsibilities:

2.1. Programme Management

- Support day-to-day management and coordination of projects under the Community Conservation Partnerships Programme.
- Oversee implementation progress across the CCP projects, ensuring activities are delivered on time, within budget and in line with approved workplans.
- Coordinate and monitor annual and quarterly work planning processes across projects.
- Support the operationalisation of programme strategies, translating strategic direction into coordinated implementation.
- Identify implementation bottlenecks and work proactively with Project Coordinators to resolve constraints.



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- Support integration and coherence across projects to ensure synergies, consistency and learning.

2.2. Supervision and support to project coordinator

- Provide direct supervision, mentorship and technical guidance to Project Coordinators.
- Review project workplans, progress reports, budgets and deliverables submitted by Project Coordinators.
- Support performance management, coaching and professional development of supervised staff.
- Facilitate regular coordination meetings and structured review processes for project teams.
- Strengthen consistency in project management approaches, documentation and reporting standards across the programme.

2.3. Financial Management

- Support day-to-day financial management of the projects under CCP in close collaboration with finance staff and the Programme Lead.
- Monitor expenditure trends, budget utilisation and cash flow across projects.
- Review budget forecasts, procurement plans and financial reports prepared by Project Team.
- Support compliance with donor financial requirements, internal controls and grant conditions.
- Assist with budget revisions, re-allocations and financial planning processes.
- Support oversight of sub-grants and financial capacity support to CBO partners where applicable.

2.4. Donor compliance, reporting and quality assurance

- Support the preparation and quality control of narrative and financial reports to donors.
- Ensure project documentation and reporting meet donor, contractual and organisational requirements.
- Track deliverables, milestones and compliance obligations across the project portfolio.
- Support monitoring, learning and adaptive management processes.
- Contribute to internal programme reviews, audits and evaluations.

2.5. Community partnerships and institutional strengthening support

- Support oversight of partnerships with conservancies, community forests and other community-based organisations.
- Provide support to institutional strengthening processes related to the CBNRM Programme.
- Support implementation of partnership agreements, capacity support plans and related programme commitments.



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- Facilitate effective communication between community partners and programme teams.

2.6. Safeguards and cross-cutting integration

- Support integration of environmental and social safeguards, gender, inclusion and governance considerations across project implementation.
- Monitor implementation of safeguard-related actions and grievance management processes at project level.
- Support mainstreaming of cross-cutting themes into workplans, reporting and monitoring systems.

2.7. Stakeholder engagement and representation

- Support engagement with government institutions, donor partners, NGOs, networks and service providers relevant to programme implementation.
- Represent the programme in technical and coordination forums as delegated.
- Support coordination with national CBNRM structures and strategic partners, including NACSO and relevant government agencies.

2.8. Support to Programme Lead

- Provide management support to the Programme Lead in portfolio oversight and programme administration.
- Escalate implementation risks, strategic issues and resource constraints requiring management attention.
- Support proposal development, planning processes and strategic initiatives as required.
- Act on delegated responsibilities in the absence of the Programme Lead.

3. Desired Qualifications and Experience

This position requires:

- Master's degree in Natural Resource Management, Community Development, Environmental Governance, Project Management or related field.
- At least 6-8 years of experience in community-based conservation, biodiversity management and managing donor-funded projects or programmes.
- Demonstrated experience in staff supervision and multi-project coordination.
- Strong experience in financial oversight, budgeting and donor compliance.
- Excellent communication, training, and facilitation skills.
- Ability to work with a range of stakeholders including government, private sector, and community representatives.
- Familiarity with environmental and social safeguard systems is desirable.

4. Knowledge, skills and abilities

- Strong programme and operational management skills.
- Staff supervision and mentoring capability.
- Sound financial management and analytical skills.
- Strong coordination and problem-solving abilities.



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- Excellent report writing and communication skills.
- Ability to manage multiple priorities while maintaining quality and deadlines.
- Commitment to community-led conservation, partnership approaches and safeguarding principles.
- Strong interpersonal skills, with the ability to manage diverse teams and foster collaboration.
- A commitment to the values and mission of the Namibia Nature Foundation.