



Job Description

Job Title:	Senior Coordinator, Combating Wildlife Crime (CWC) projects
Job Grading:	D1
Location:	Windhoek, Namibia
Reports to:	Senior Technical Advisor CWC

Responsibilities	Tasks
Manage NNF CWC Projects in Namibia	<p>Plan, manage and oversee project activities in accordance with the project(s) description, work plan, budget and contract. Manage CWC projects and project teams. Ensure that management systems are adhered to and oversee the administration of the projects.</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 that projects are 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>
Support and assist grantees/project partners in project planning, administration, management and implementation in Namibia	<p>Provide technical input towards the development of project grant proposals.</p> <p>Assist grantees and partners with report writing when required.</p> <p>Liaise with head office on development of consultants' Terms of Reference and contracting, and manage consultants employed on CWC projects.</p> <p>Ensure timely preparation and submission of reports.</p>
Liaise with MEFT Management on project implementation	<p>Work closely with MEFT to align goals and purpose and ensure smooth project implementation. Work with other line Ministries as appropriate.</p>
Fundraising	<p>Identify new opportunities for financing CWC in the region</p> <p>Support the development of concepts that can be used to raise funds for CWC in the region.</p>
Monitor and evaluate grant activities, deliverables, progress, and compliance with the agreement, impacts and cost effectiveness in the regions	<p>Implement and where required refine reporting guidelines/templates and provide written technical and narrative reports according to project specifications.</p>

	<p>Implement and where required refine M&E guidelines/templates and assess projects periodically in accordance with such guidelines.</p> <p>Undertake field trips to assess project sites and partner activities.</p>
Document and share project progress	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.
Build networking and institutional links with NNF partners and potential partners in the regions	<p>Develop and strengthen links with GRN, NGO, CBO and private sector and donor institutions.</p> <p>Keep relevant line ministries and other stakeholders and partners regularly briefed and updated on activities and developments.</p> <p>Represent NNF at meetings and functions as appropriate.</p> <p>Communicate NNF activities and progress widely and effectively through a variety of media.</p>
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.</p> <p>Provide leadership, support, guidance and assistance to projects and their personnel in the regions.</p>
Foster strong professional and supportive working relationships with NNF colleagues	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.

Qualifications and Experience

Essential

- Minimum of a Bachelors' degree or equivalent Diploma (preferably in the natural sciences or environmental policy/law)
- 5 years of appropriate Project Management experience
- Demonstrable organisational / administration skills
- Good verbal and written communication skills, and excellent interpersonal skills
- Code 8 driver licence

Desirable

- Experience with project and staff management
- Knowledge of the national CWC programme and Ministry of Environment and Tourism
- Working Knowledge of other official Namibian Languages will be an advantage