

Community Conservation Fund of Namibia

VACANCY

THE ORGANISATION

CCFN is a not for gain association aiming to promote and support communal conservancies and related community-based natural resources management initiatives. It is a newly established Namibian organisation, consisting of a board and founding members who have distinguished track records in social and environmental advocacy and business. There are currently 83 communal conservancies in Namibia that work to sustainably manage their wildlife and other natural resources to improve the livelihoods of conservancy members. CCFN has a clearly defined role in support of community-based natural resource management, and aims to serve primarily as a conduit between donors and conservancies.

The organisation is seeking a Project Manager for an upcoming donor funded Project on Human Wildlife Conflict management in Communal Conservancies in Namibia for a 48 month duration. The incumbent must be and dynamic and energetic and open minded individual whose skills set, experience and knowledge will enable results delivery under minimal supervision. If you can clearly communicate to others in a way that will inspire them and if you are keen to take on new and stimulating endeavor that will offer you the opportunity participate in sustainable transformation, then this position will appeal to you.

Project Manager

THE POSITION

The Incumbent will report to the CEO and will be responsible for;

- (i) Planning, managing and coordinating the day-to-day activities of the Project;
- (ii) Assist in proposal evaluations and assessments.
- (iii) Ensuring that high quality grant-specific and portfolio data is captured and recorded regularly;
- (iv) Analyzing grant specific data regularly to distil and disseminate important trends and lessons that will improve project performance and keep key stakeholders appropriately informed.
- (v) Undertaking ground visits and inspections of project funded activities
- (vi) Carrying out other project support services as provided in the position's detailed job description
- (vii) Carrying out any other project related duties as directed and / or required by the CEO

Key areas of focus will be:

- Strategic Project Planning: Scheduling of project activities, costing thereof, drafting of terms of references etc.
- Project Management: Management of Project Contracts, and overall oversight of project activities.
- Grant evaluation: Involvement in the drafting of terms of references, assessment of proposal, evaluation thereof.
- Grant Monitoring: data analysis, site visits, inspections etc. correspondence with applicants and grantees
- Reporting: Preparation, coordination, collection and summarization of various reports to CEO and stakeholders.

THE PERSON

Minimum academic and experience requirements;

- Master's degree in natural resource management or a related environmental field, or bachelor's degree and equivalent experience.
- At least five years' experience in project management in the areas of natural resource management or economic development/sociology with an emphasis on community involvement. Experience with international donor funded projects will have preference.
- Oral and communication skills in English (and at least one other local language), including a demonstrated capability to work and communicate with both scientists and non-scientists.
- Knowledge of monitoring and evaluation theory and practice is desirable.

COMPETENCY REQUIREMENTS:

- Analytical skills to carry out review of proposals identify programme performance trends and draw lessons learned.
- Demonstrated problem solving ability and aptitude for field work.
- Cross-cultural sensitivity with demonstrated listening and diplomatic skills.
- A valid driver's license is a must.

INTERESTED

We offer a market related salary scale for the project duration. The candidate will be stationed in Windhoek and will be expected to travel at different times throughout the project. The closing date is 14th May 2019. Suitably qualified Namibians are encouraged to apply. We request that you e-mail your in PDF format to info@ccf-namibia.org for the attention of Mr. T. Makiwa. Only electronic with CV's will be accepted. In the event that you do not receive any acknowledge of your application within 5 working days, please contact us on 061 230 888.