



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 Assistant/ Technical Assistant under a donor funded Project entitled Poverty Oriented Support to Community Conservation in Namibia for a duration of **18 months duration**. The incumbent must be dynamic, energetic, and open minded individual whose skills set, experience and knowledge will enable results delivery under minimal supervision. If you can clearly communicate with others in a way that will inspire them and if you are keen to take on new and stimulating endeavor that will offer you an opportunity to participate in sustainable transformation, then this position will appeal to you.

Project Assistant/ Technical Assistant

THE POSITION

The **Incumbent** will work with the Project Management Team and various Stakeholders and report to the Project Manager. He/she will be responsible for;

- (i) Aiding and coordinating the day-to-day project management and administrative activities of the Poverty Oriented Support to Community Conservation in Namibia project as assigned.
- (ii) Ensure that grantees and consultants progress reports are followed up, received, reviewed, recorded, actioned and filed regularly.
- (iii) Carrying out other project administrative and grant-making support services as provided in the positions' detailed job description.

Key areas of focus will be:

- **Grant evaluation:** administrative and compliance management of grants.
- **Grant Monitoring:** assist with data analysis, site visits, inspections etc. correspondence with applicants and grantees.
- **Finance and administration:** assist with finance administration and other office logistics.

THE PERSON

Minimum academic and experience requirements;

- Associate or bachelor's degree in a relevant field required
- Minimum of 2-3 years' relevant work experience in the Community Based Natural Resource Management (CBNRM) sector.

COMPETENCY REQUIREMENTS:

- Excellent computer skills, including experience with Microsoft Office Suite.
- Collaborative working style and team-player attitude.
- Keen attention to detail and an aptitude for problem-solving.
- Able to work independently with little supervision.
- Highly motivated with a strong work ethics.
- Outstanding organizational skills and ability to prioritize tasks.
- 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. The closing date is **23 October 2020**. Suitably qualified Namibians are encouraged to apply. We request that you e-mail your CV and Certified copies of qualification documents in PDF format to info@ccf-namibia.org. **Only electronic 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 083 321 7661.



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