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VACANCY ADVERT

Position: Project Coordinator

NACSO IDWG (Institutional Development Working Group)

Brief background: NACSO has been contracted by the Environmental Investment Fund (EIF) to implement the EbA Project funded by the Green Climate Fund, titled “Building the resilience of communities living in landscapes threatened under climate change through an ecosystem-based adaptation approach in Namibia, over a four-year period. NACSO is responsible for **Component 1** of the project which is concerned with the “Development of and implementation of climate-resilient ecosystem management and products practices that reduce the vulnerability of communities”. Further information on the project can be found on: <https://eba.eif.org.na> <https://www.greenclimate.fund/project/sap006>.

Implementation of the project by NACSO has been placed under the NACSO IDWG housed by the Namibia Development Trust (NDT). NACSO IDWG therefore hereby seeks to recruit a Project Coordinator to lead the project.

Roles and responsibilities:

- Lead the implementation of Component 1 of the Ecosystem-based Approach (EbA) project and be accountable to the NACSO IDWG Coordinator.
- Take the lead with the compilation of project work plans and Coordinate implementation of planned activities.
- Compile project narrative reports and ensure compilation of financial reports by the finance team for timely submission to the Project Management Unit.
- Liaise with all the stakeholders relevant to the project and function as the official representative of the NACSO IDWG Team at such platforms.
- Keep up to date records through record keeping, minutes and compiling of reports of different levels of events.
- Develop and keep updated lists of stakeholders contact details.
- Maintain good communication with the relevant stakeholders.
- Plan, organise and implement project events.
- Closely liaise with the IDWG Coordinator to facilitate thematic seminars and learning and sharing around key outcomes lessons learned through the EbA project
- Support coordination and implementation of project activities
- Provide support to the IDWG Coordinator in implementing the Working Group activities and any other tasks aimed at achieving the project and IDWG objectives as may be assigned

Requirements:

Education and relevant skills and experience: Relevant tertiary level qualification, preferably a master’s degree qualification combined with relevant experience. Experience of having worked in the CBNRM sector and people from the rural water supply, agriculture,

forestry sectors will be an added advantage. Must have excellent computer skills (Ms Word, PowerPoint and Excel). A driver's license is preferred – the position involves occasional travel, knowledge about climate change, ecosystem management etc. will be an added advantage. Good Report writing skills is required.

Qualities required:

Must be a self-starter who can operate and work independently under limited supervision and support. If you meet the requirements kindly submit your CV with a cover letter to the following address: info@ndt.org.na. Candidates who meet the requirements and are able to start immediately will receive preference. Only shortlisted candidates will be contacted. **Applications will be received on a rolling basis until the position is filled with the first round closing on: 11th September 2021, 12:00 pm.**