



WORLD WILDLIFE FUND

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VACANCY

POSITION DESCRIPTION:

Title: Country Office Director Namibia
Level: Senior Director
Reports to: Senior Vice President, US
 Country Offices and LAC Secretariat
Revised Date: November 2019

Major Function

The Country Director provides vision and leadership for the WWF Country Office in Namibia and effective high-level representation of WWF with key audiences and WWF's Network to build strength and support for the country office on its conservation delivery, increasing WWF's positioning and recognition as the leading conservation organization in the country.

The Country Director manages, takes responsibility and gives strategic direction to all activities of WWF presence in Namibia to ensure that WWF's Mission and Namibia's integrated strategy are successfully accomplished, ensuring, accountability, operational excellence, effective risk management and compliance with WWF's policies, procedures, standards and local requirements.

Key Responsibilities

- Oversees the implementation of WWF (country)'s integrated strategy providing focus, direction and a culture of integration to ensure the delivery of high-level conservation impacts and advancement of WWF's Global conservation goals.
- In close liaison with the SVP, US Country Offices and LAC Secretariat, participates in key fundraising strategies with Multilateral Institutions, Bilateral and Multilateral cooperation, National Organisations, Government Agencies, Foundations, Corporate, and private donors ensuring a financially sustainable office able to generate and secure a diversified funding pipeline to support their strategy.
- Ensures the Office is accountable and able to identify, monitor and manage organizational risk. Ensures that WWF US and/or WWF Network policies, procedures and standards for operational, financial, personnel and administrative systems and outputs are implemented in the Namibia country office.
- Establishes and oversees a monitoring and evaluation system to measure the performance of the country office towards its strategic plan and reports regularly to the Senior Vice President, US Country Offices and LAC Secretariat.
- Ensures timely technical and financial information from Namibia Country Office to donors, WWF-US, WWF-International and all relevant parts of the WWF Network according to agreed standards.
- Ensures that the WWF office in Namibia co-operates with financial, operational and programmatic audits and follows-up in a timely manner on audit recommendations and ensures compliance with WWF-US and/or WWF-International Board policies, procedures and standards.
- Establishes an effective internal communication system to ensure that all staff working for WWF Namibia are fully informed of WWF's Mission, conservation architecture and strategic approaches and kept informed of new developments, policies and procedures as and when they arise.
- Establishes leadership for effective external communications mechanisms in Namibia and informs results and achievements to WWF-US Country Office Unit, network, Regional Office of Africa, donors, partners and others.
- Manages and over-see performance reviews of line

staff members and ensures staff activities and annual goals contribute directly towards achievement of the Namibia Five-Year Conservation Strategy.

- Leads WWF Namibia's organizational development process, ensuring consolidation and strengthening of organizational capacities in line with needs of new strategy.
- Provides leadership for WWF Namibia's engagement with partners and policy advocacy including with private sector, government, international cooperation, NGOs and others.
- Ensure good working relations with concerned government agencies in Namibia and oversee positioning of the country office in support of country priorities.
- Establishes and maintains strong working relationships with key individuals and conservation and development entities (local, national, regional, and international) regarding WWF's position and general information. Participates in forums, workshops and conferences on behalf of WWF.
- Responsible for assuring the coordination and delivery of WWF's Environmental and Social Safeguards Framework (ESSF) ensuring the management of risk in the overall portfolios and that safeguards are implemented to WWF standards on all projects within defined landscapes and seascapes. The Country Director is Accountable to the CEO, WWF-US for implementing the ESSF in-country and for ensuring that risks and mitigating strategies are approved and included in relevant projects, that a Grievance Redress Mechanism is established and that measures are taken to ensure compliance.
- Supports Regional or subregional work and performs other duties as requested by the SVP, US Country Offices and LAC Secretariat.

Skills and Abilities:

- An advanced degree (PhD or Masters) in Conservation, Natural Sciences, Business Management, International Development, Policy, Sustainability or a related field.
- Higher academic qualifications may be substituted by relevant work experience.
- Technical proficiency in the field of Conservation, Natural-Resource Management or International Development, with at least 10 years professional experience, with demonstrated success in managing multi-disciplinary teams and networks.
- Proven experience of minimum 8 years in higher management position and successful outcomes in public relations.
- Excellent leadership abilities and capacity to manage human and financial resources, strong skills in strategic planning, policy influencing, operations and finance, projects planning, fundraising, budget implementation and evaluation.
- Ability to work effectively with local communities, governments and private/corporate sector.
- Proven capacity to build teams, team work and deliver a team approach.
- Strong knowledge of the country's political context and a current network of contacts in-country.
- Excellent oral and written communications skills in English is required.

To Apply:

- Submit cover letter and resume in English through our Careers Page at <https://careers-wwfus.icims.com/jobs/2498/country-office-director-namibia>
- Due to the high volume of applications we are not able to respond to inquiries via phone
- Please submit your resume for this role ASAP