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### **JOB OPENING:**

**Job Title :** Institutional Development Working Group (IDWG) Co-ordinator

**Closing date:** 26 February 2024

The IDWG is a platform for community-based natural resource management (CBNRM) support organisations and government technical staff, responsible for supporting institutional development and governance in community-based organisations such as conservancies, community forests and fisheries reserves, to share experiences, approaches, methodologies and materials. The IDWG is a hub for sharing and strengthening institutional and governance issues in community-based organisations (CBO) and also acts as a forum for discussion and debate on institutional development issues.

#### **Job Description:**

- Ensure that the IDWG provides high level governance support to NACSO members and partners, in accordance with the IDWG Terms of Reference.
- Facilitate learning and sharing around key institutional issues in conservancies, community forests and fisheries reserves.
- Identify and facilitate strategic capacity building support to NACSO members and partners. Such capacity building support shall include, but not be limited to facilitating skills development efforts, study visits, etc.
- Convene regular working group meetings for sharing experiences.
- Provide leadership and ensure that NACSO members are engaged and



informed of current debates and discussions around governance in the broader CBNRM programme.

- Identify and commission appropriate research activities aimed at improving governance within the CBO's and support organisations
- Work closely with the MEFT CBNRM Unit in facilitating the implementation of SOPs and related instruments.
- Create a platform to scale up experiences from main projects.
- Coordinate funding support to expand impact.
- Provide technical support and capacity building on governance.
- Maintain conservancy governance reports and documents and regularly update them.
- Coordinate with MEFT in facilitating mechanisms that will ensure timely data collection, documentation, maintenance and communication on the state of governance in CBOs.
- Assist with the monitor including setting targets and meeting deliverables.
- Serve as the link between field partners and the MEFT CBNRM Committee.
- Lead resource mobilization in consultation with the Working Group Members and NACSO leadership and maintain linkages with other Working Groups.

**The applicant should meet the following requirements:**

- Minimum master's degree in integrated social and/or natural science disciplines.
- Minimum five to ten years of experience in project management, reporting and financial management.
- Excellent knowledge and understanding of CBNRM.
- Understanding and application of governance issues within community-based organizations (conservancies, community forests and fisheries reserves).



Namibian Association of CBNRM Support Organisations

- Excellent command of English, including communication, writing and reporting skills.
- Namibian citizenship or permanent residence.
- Ability to undertake fieldwork.
- Driver's licence (non-negotiable) and ability to drive a 4x4 vehicle.
- Namibian citizenship or work permit holder.

**Other Skills and Competencies:**

- Excellent training and facilitation skills.
- Excellent writing and communication skills.
- Excellent proposal writing and fundraising skills.
- Strong analytical skills.
- Excellent computer skills.
- Candidate must be mature and able to work independently with little supervision.
- Candidate must be a team player and able to promote and maintain active team spirit.

**Duty Station:** *The successful candidates will be based in Windhoek, with a significant amount of travel time in the field.*

*All applications should be supported with certified documents. Any qualifications obtained outside of Namibia should have an evaluation report from NQA.*

*Applications should be emailed to [applications@nacso.org.na](mailto:applications@nacso.org.na) or dropped at the NACSO offices, 7 Rossini Street, Windhoek West.*

*Only shortlisted candidates will be contacted, kindly take note that no applications will be returned.*