



VACANCY

MANAGER FINANCE & ADMIN

The Orange River – Karoo Conservation Area (ORKCA) is seeking to employ a suitably qualified and experienced **Manager Finance & Administration (MFA)** to its operations.

About ORKCA:

ORKCA is a Namibian non-profit management organisation, supporting a Target Conservation Area (CA) comprising an initial 160,000 hectares of stunning wilderness in southern Namibia with a mission to ecologically restore and rewild the wider Orange River Karoo ecosystem. ORKCA's aim is to work in partnerships with landowners in the Target Conservation Area for restoration and conservation, by providing critical habitat for endangered, rare, and unique species. Its vision is a vast connected and rewilded conservation landscape representative of the unique Orange River – Karoo ecosystem with free-roaming wildlife that benefits all stakeholders, with a specific focus on local landowners and neighbouring communities.

Overview of the Position:

- **Purpose:** The purpose of the position is to contribute towards ORKCA's strategic objectives by planning, leading, organising and coordinating organisational financial, administrative, legal secretarial and human resource support services. The MFA is responsible for ensuring productive and efficient support to the target conservation area through financial and administrative management support services, so that agreed landscape level conservation impacts are achieved.
- **Location & Tenure:** The role of the Manager Finance & Administration is a fulltime permanent position, based in Windhoek with occasional visits to the target conservation area (*Karasburg and the surrounding areas*).
- **Primary Responsibilities:**
(the primarily responsibilities include but are not limited to):
 - Provide financial support services, making investments, and managing annual budgets,
 - Perform asset risk management and provide regional administrative and secretarial services,
 - Providing HR services by ensuring appropriate governance, compliance, guidance and support,
 - Regularly compiling donor and field reports and ensuring strict donor and stakeholder compliance,
 - Perform prudent financial management by ensuring compliance with Financial Policy and Procedures,
 - Perform Grants management by ensuring diligent allocation of expenditures, management of donor funds,
 - Draft and update monthly and annual financial reports and complete records in preparation of annual audits etc,
 - Ensuring good corporate governance through general practice, statutory compliance, and legal secretarial services,
 - Implementing, and maintaining appropriate financial management systems by undertaking financial modelling, and
 - Conduct performance management through regular meetings, performance appraisals, and staff capacity building.

Reporting Line:

The MFA effectively reports to the Chief Operations Officer (COO), but collaborates closely with the CEO and Head of Innovation and Strategy. The position is also responsible to supervise the Administrator based in Karasburg, and is required to foster and maintain good relations with donors and other external stakeholders.

Requirements for the role:

- A Bachelor's Degree in Accounting and/or Finance with ten (10) years' relevant work experience in CBNRM, and
- Strong organisational and financial management skills at supervisory or management level.

Application Process:

Interested and suitably qualified persons are encouraged to visit our website at orkca.org for more information. Kindly send a Cover letter, CV and supporting documents to recruitment@spiral-limited.com with "MANAGER: FINANCE & ADMIN" in the subject line. **The remuneration package will be based on qualifications and experience.**

For enquiries contact: Ms. Hulda Pokolo
Applications close on Friday 24th May 2024 – 16:30
Only shortlisted candidates will be contacted for an interview