



Vacancy Announcement



**1 x National Project Coordinator
Strengthening the Protected Areas Network (SPAN) in Namibia
Ministry of Environment and Tourism**

1. General Information

Job title: National Project Coordinator
Project: Strengthening the Protected Areas Network (SPAN), MET
Grade: Equivalent to salary of NO-C
Reports to: National Project Director

2. Duties and Responsibilities

The Project Coordinator (PC) shall be the head of the project management unit (PMU) and shall be responsible for the overall coordination of both technical and administrative aspects of the SPAN project management unit.

1. Provide leadership and strategic direction to the project operation with the result-oriented management approach
2. Lead, manage and coordinate the day to day management of the project including administration, accounting, technical expertise, and actual project implementation and reporting
3. Lead the development of detailed project implementation inputs including preparation of subcontractors terms of reference, identification and selection of national, regional and international subcontractors, cost estimation, time scheduling, contracting, and reporting
4. Coordinate activities of consultants including contract management, direction and supervision of field operations, logistical support, review of technical outputs/reports, measurement /assessment of project achievements before submitting to stakeholders
5. Supervise and provide substantive support to junior staff, through mentoring, coaching and capacity building
6. Plan and coordinate various workshops identified in the workplan, including assistance in the design, supervision and where possible delivery of the training and outreach activities of the project
7. Provide technical assistance in biodiversity and protected areas policy discussions and development
8. Assist in developing policy frameworks to showcase and demonstrate direct benefits from ecosystem protection to human-well being in Namibia
9. Mobilize additional resources for the project and ensure close collaboration and complementarities with other donor funded projects
10. Capture experiences and lessons, and generate knowledge products
11. Liaise with all MET directorates and various steering committees as needs be
12. Ensure timely and smooth organization of the project management group and project advisory committee meetings
13. Prepare quarterly progress, technical and financial reports for submission to the project management group and to UNDP
14. Prepare annual Project Implementation Report (PIR) to the GEF as well as annual Standard Progress Report to the UNDP
15. Manage quality control and timely delivery of project outputs
16. Monitor the project progress in accordance with the project monitoring and evaluation plan
17. Undertake other management duties that contribute to the effective functioning of the project.

3. Qualifications, experience and skills

The project coordinator will be a Senior Expert with considerable experience of at least 7 years in project management. He/she must have at least a Master's degree in relevant field. He/she will have extensive experience of not less than 7 years natural resources management and a good track record for having contacts with professionals, government institutions/agencies and the development partners based in Namibia. The PC will also possess strong applied biodiversity systems planning and management experience. The PC must have experience of working with government departments and NGOs as well as CBOs in Namibia.

In either case, candidates must also fulfill the following conditions:

1. A master's degree in environmental sciences, ecology or in a field closely related to park management and biodiversity conservation;
2. At least five (5) years of experience in managing donor-supported project with demonstrable openness to change and ability to manage complexities;
3. At least seven (7) years of natural resources management experience and working knowledge of the Namibian environment sector with extensive contact in the public and private sectors and civil society organizations;
4. At least five (5) years work experience at senior management level with demonstrable project level management skills and ability to coordinate activities involving a large contingent of professional consultants drawn around the country and/or internationally;
5. Strategic planning and results-oriented management with strong financial management;
6. In-depth practical knowledge of inter-disciplinary development issues ;
7. Strong team building, interpersonal and relationship building skills and willingness to work towards local capacity building;
8. Consistent approaches work with energy and a positive, constructive attitude;
9. Demonstrable entrepreneurial abilities and ability to work in an independent manner;
10. Strong analytical, communication and advocacy skills, as well as experience in contributing to generation of high quality knowledge products;
11. Full computer literacy and familiarity with e-presentation techniques and ability to operate with on-line web-based applications;
12. Fluent communication skills (oral & written) in English.
13. Only Namibian Nationals will be considered for this post.

For inquiries and detailed Terms of Reference, please contact Registry Namibia at registry.na@undp.org (Subject Line: SPAN Project National Coordinator).

All applications, clearly indicating project vacancy applied for, should be delivered / sent to:

Office of the UNDP Resident Representative or
UN House
P/Bag 13329
Windhoek
Namibia

Office of the UNDP Resident Representative
UN House, 1st Floor
38 Stein Street
Klein Windhoek
Windhoek.

Closing date: Monday, 8 March 2010, before 17h00

No faxed or emailed applications shall be considered and only shortlisted candidates will be contacted.