

Vacancy at N/a'an Ku Sê Wildlife Experience – N.W.E. Sanctuary

An exciting and challenging opportunity is available for a **Wildlife Coordinator** to join our team. The successful incumbent will be based at the N/a'an Ku Sê Wildlife Sanctuary, Farm Frauenstein No. 277, Khomas District, Windhoek, Namibia.

Overview

The Wildlife Coordinator plays a vital role in coordinating volunteer activities, supporting animal husbandry tasks, and maintaining animal camps and enclosures. The position ensures a high standard of customer service for volunteers while contributing to wildlife conservation efforts and the smooth operation of the sanctuary.

Main responsibilities (but not limited to):

Volunteer Training and Development

- Design and conduct comprehensive training programs for new volunteers, ensuring awareness of safety protocols, project goals, and individual responsibilities.
- Provide ongoing training and support to build volunteer competence and confidence.
- Develop and distribute relevant training materials, handbooks, and guides.

Volunteer Management and Supervision

- Schedule and oversee daily volunteer activities to ensure effective project implementation and volunteer engagement.
- Monitor volunteer performance, provide constructive feedback, and recognise contributions.
- Handle interpersonal issues or conflicts professionally, ensuring a supportive and inclusive environment.

Event Planning and Project Coordination

- Plan and lead volunteer-focused events such as wildlife monitoring, habitat restoration, and community outreach initiatives.
- Manage event logistics including transportation, equipment, and other required resources.
- Ensure all projects adhere to safety and operational standards.

Administrative Duties

- Maintain accurate records of volunteer participation, project involvement, and hours worked.
- Compile and submit reports on volunteer programme outcomes for internal and external stakeholders.
- Assist with general administrative duties as required by the department.

Job requirements and skills:

- Minimum of 1–2 years experience in a similar role, ideally within wildlife or conservation management, eco-tourism, guiding, animal husbandry, or volunteer programme coordination.
- FGASA certification is required.
- A bachelor's degree in environmental science, Wildlife Management, Biology, Natural Resource Management, Nonprofit Management, or a related field is preferred.
- Valid driver's license (Code B/C1+) is essential; PDP is an advantage.
- Strong organisational and project management skills, with the ability to coordinate multiple activities and teams effectively.
- Excellent communication skills—both verbal and written—with the ability to engage, motivate, and guide diverse groups of people.
- Confident interpersonal approach with a proactive, outgoing, and team-oriented attitude.
- Comfortable using Microsoft Office Suite and volunteer management software.

- Sound knowledge of local wildlife and conservation issues is highly desirable.
- Physically demanding, field-based role requiring regular interaction with animals and outdoor tasks.
- Must be comfortable living and working in remote, rustic conditions.
- Flexibility to work after-hours, on weekends, and during public holidays is essential.
- Live-in arrangement may be required depending on operational needs.
- Strong, positive character with a high level of resilience and adaptability.
- Passionate about conservation and education, and able to work with people from diverse backgrounds.
- Professional, enthusiastic, and aligned with Naankuse's mission and values.

Remuneration:

- A competitive salary package coherent to experience and qualification
- Accommodation is provided at the sites
- Membership of the Naankuse Medical Aid Group at own cost

Closing date for applications: 21 May 2025

To apply for this position, please follow the link:

<https://forms.cloud.microsoft/Pages/ResponsePage.aspx?id=-dsQrWMsmEqcQL9FJuzd0u6Bc88Ev5pDq2y8szQaDrpUMjVZWERHQ0NJWDNXS1ZZU09IVVvK0SUtaSS4u>

Please note that we are an eco-friendly and paperless company, therefore hand-delivered CVs will not be accepted.

Only short-listed candidates will be contacted