



TERMS OF REFERENCE DRIVER

BACKGROUND

The Namibia Nature Foundation (NNF), established in 1987, is a leading non-governmental organisation dedicated to promoting sustainable development and environmental conservation across Namibia. Guided by its 2024–2029 Strategic Plan, NNF focuses on eight key programmatic areas: sustainable forestry, community-based organization strengthening, sustainable agriculture, combating wildlife crime, marine and coastal conservation, freshwater and inland fisheries, technical services, and applied scientific research. Through these initiatives, NNF strives to bridge the gap between local, national, and global policies, addressing the critical nexus of climate change and biodiversity conservation.

The DoroToTsiKhoa (DTTK) Cluster comprising Tiseb Conservancy, Doro !Nawas Conservancy, Torra Conservancy, and Khoadi //Hoas Conservancy, through its partner organization the Namibia Nature Foundation is looking to for a driver for the DTTK cluster vehicle. The driver will be based in Khorixas. The Driver will provide safe, timely, and professional transport services for DTTK Cluster activities.

FUNCTIONAL RESPONSIBILITIES

The position will carry the following responsibilities:

Financial Management & Reporting

- Drive the DTTK Cluster vehicle for authorised trips only.
- Always ensure passenger safety, and adherence to road regulations.
- Conduct routine checks (daily/weekly)
- Keep the vehicle clean and presentable (internal and external).
- Identify faults early and report mechanical issues immediately to the Supervisor.
- Ensure the vehicle is securely parked, and anti-theft measures are always applied.
- Maintain an accurate vehicle logbook for every trip.
- Report incidents, breakdowns, and accidents promptly

EXPERTISE & SKILLS REQUIRED

- Minimum education level: Grade 10
- Valid Driver's License: code B, (a bigger license and PDP will be an added advantage)
- Minimum driving experience: 3 years with 4x4 driving experience
- Basic knowledge of vehicle maintenance and troubleshooting
- Excellent command of English as well as writing and reporting skills. Additional knowledge of local Namibian languages is an added advantage.
- Namibian Citizen

Competencies & Personal Attributes

- High integrity, accountability, and respect for asset management
- Strong time management and reliability
- Ability to work under pressure and in remote field environments
- Safety-focused mindset and sound judgement



APPLICATION PROCESS

Interested candidates should submit the following documents:

- A cover letter detailing their interest in the position and relevant experience.
- A comprehensive CV with contact details of three professional references.
- A copy of qualifications and a valid driver's license

DEADLINE FOR APPLICATIONS:

Monday, 13 July 2026 at 17h00 – Local Time, Windhoek, Namibia

Please forward your CV and certified qualifications by email to cv@nnf.org.na. Kindly state "Driver" in the email subject line.

For inquiries regarding this request, please contact Kuume Iiyambo at kiiyambo@nnf.org.na.

Previously disadvantaged Namibians, women, disabled persons, and youth are encouraged to apply for this position. Only short-listed applicants will be contacted and invited for interview and no documents will be returned.