

(July) (2026)



Job Title: Marine Programme Trainee
Location: Windhoek
Reports to: Senior Marine Coordinator

1. Overall Objective

A Marine Programme Trainee vacancy has become available, based in Windhoek, under the NIMPA+ project (funded by the Blue Action Fund) housed by the Namibia Nature Foundation (NNF). The trainee will be responsible for providing support to the marine programme, under the various marine projects housed by the NNF. These projects involve the management of marine conservation in Namibia, specifically pertaining to the Namibian Islands' Marine Protected Area (NIMPA), support to the Namibian government to achieve national marine conservation goals, and community outreach and education initiatives.

The Marine Programme Trainee position is designed to provide an early-career graduate with practical experience in the administration and implementation of donor-funded marine conservation projects. The trainee will develop professional skills in project coordination, grant management, stakeholder engagement and conservation programme delivery while supporting the successful implementation of the NNF's Marine Programme.

2. Key Duties & Responsibilities

The Marine Programme Trainee will provide administrative, logistical and operational support to the Marine Programme across multiple donor-funded projects. The trainee will work closely with project managers, marine coordinators and technical staff to gain practical experience in project implementation, grant management and marine conservation.

Project Administration and Coordination

- Provide day-to-day administrative support to the Marine Programme.
- Assist with maintaining project filing systems (electronic and hard copy).
- Support project managers with scheduling meetings, preparing agendas and taking minutes.
- Organise project documentation required for donor reporting and audits.
- Support travel arrangements, accommodation bookings and logistics for project staff.

Procurement and Financial Administration

- Assist with procurement processes in accordance with NNF procurement procedures.
- Assist with supplier communication and follow-up.
- Support the preparation of payment requests and procurement records.
- Maintain procurement tracking spreadsheets.
- Assist with inventory management and asset tracking.

Event and Workshop Coordination

- Assist with planning and organising workshops, stakeholder meetings, training sessions and conferences.
- Support coordination of venue bookings, catering, travel and accommodation.
- Prepare participant lists and registration materials.
- Develop workshop packs and presentation materials.
- Provide logistical support during events.
- Support the development of workshop reports and attendance records.

Communications and Knowledge Management

- Develop professional presentations for meetings, donor engagements and workshops.
- Assist in preparing reports, briefing notes and meeting summaries.
- Support the preparation of communication products, including factsheets and social media content.
- Organise project photographs and maintain communication records.

Marine Conservation Programme Support

- Provide logistical support during field activities where appropriate.
- Support outreach and environmental education activities.
- Support community engagement events.
- Gain exposure to Marine Protected Area management, marine biodiversity conservation and stakeholder engagement activities.

3. Desired Qualifications and Experience

Essential

- Bachelor's degree in Environmental Science, Marine Science, Natural Resource Management, Project Management, or another relevant field.
- Proficiency in Microsoft Word, Excel and PowerPoint.
- Strong organisational and administrative skills.
- Excellent written and verbal communication skills.

Advantageous

- Knowledge of marine conservation or environmental management.
- Experience with procurement or administrative processes.
- Familiarity with data management software

Other Requirements

- Must have a Valid driver's license
- Available to travel locally and internationally at short notice
- Must be a Namibian citizen

4. Knowledge, Skills, and Abilities

- Highly organised and detail-oriented.
- Willingness to learn.
- Self-motivated.
- Strong interpersonal skills.
- Ability to manage multiple tasks simultaneously.
- Professional and reliable.
- Adaptable and flexible.
- Strong problem-solving ability.
- Positive attitude and willingness to support the wider team.
- Ability to work independently while contributing effectively within a team.

5. Application Process

Interested candidates should submit the following documents:

- A cover letter detailing their interest in the position and relevant experience.
- A comprehensive CV.
- Contact details of three professional references.

Deadline for Applications: **7 August 2026**

Email your documents to: cv@nnf.org.na