



VACANCY: Operations Manager - Job description

The Namibian Foundation for the Conservation of Seabirds (NAMCOB), a seabird conservation organisation based in Lüderitz, Namibia, is seeking a highly motivated and skilled **Operations Manager** to lead the organization's operations, strengthen its structure, and ensure efficient delivery of its conservation mission.

PURPOSE OF THE POSITION AT NAMCOB

The Operations Manager will play the leading role in the establishment, development, growth, promotion, and implementation of the newly established Namibian Foundation for the Conservation of Seabirds (NAMCOB), its strategy, and conservation goals to conserve Namibia's seabird populations.

Essential Functions

NAMCOB's Operations Manager will lead, develop, and implement NAMCOB's activities in support of the protection of Namibia's seabird populations and its coastal and marine ecosystems. This role will foster stewardship, collaboration, and community relations for the coastal and marine areas of Namibia. Working closely with conservation partners, this position will report to the Executive Committee of NAMCOB and will be based in Lüderitz in Namibia.

Responsibilities and Scope

Leadership and Management

- Lead and manage NAMCOB's operational team, fostering a culture of collaboration, accountability, and excellence.
- Develop and implement organizational policies, procedures, and systems to enhance efficiency and effectiveness.
- Provide strategic direction to staff and ensure alignment with the foundation's mission and goals.
- Oversee human resource functions, including staff recruitment, development, and performance management.

Organizational Development

- Establish and implement NAMCOB organizational structure to ensure sustainable growth and impact.
- Establish clear workflows, roles, and responsibilities across all operational units.
- Lead NAMCOB's support for, and relationship with the government with the aim to support national ocean conservation priorities and objectives to benefit Namibia's seabirds.

- Develop partnerships and maintain strong relationships with stakeholders, including government agencies, NGOs, and local communities.

Program and Project Oversight

- Plan, monitor, and evaluate conservation projects to ensure goals are met on time and within budget.
- Identify opportunities for new initiatives and partnerships to expand NAMCOB's impact.
- Prepare and manage annual budgets, ensuring financial sustainability and donor compliance.

Operational Excellence

- Implement robust monitoring and reporting systems to track performance and outcomes.
- Ensure compliance with all legal, environmental, and regulatory requirements.
- Represent NAMCOB in high-level meetings, media engagements, and public forums.

Required Qualifications and Skills

- A Master's degree in Business Administration, Environmental Management, Organizational Development, or a related field.
- Minimum of 10 years of experience in leadership and management roles, preferably within conservation, non-profit, or organizational development sectors.
- Proven ability to build, lead, and inspire teams in a dynamic and fast-paced environment.
- Strong organizational skills with experience in structuring operations for efficiency and growth.
- Excellent communication, negotiation, and stakeholder engagement abilities.
- Experience in budgeting, financial management, and resource allocation.
- Proficiency in project management tools and techniques.
- Good command of Office suite applications (Word, Excel, Access, PowerPoint).
- A strong work ethic and commitment to conservation is necessary.
- A valid driving license

Desired Criteria

- Strong language skills, with excellent English, other Namibian languages will be an advantage.
- A willingness to travel.
- Ability to work in variable weather conditions, at remote locations, on difficult and hazardous terrain and under physically demanding circumstances.
- Excellent interpersonal and general communication skills.
- Strong organisational and planning abilities.

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