

VACANCY: COORDINATOR (CIVIC +264)

CIVIC +264, a voluntary association of Namibian Civil Society Organisations (CSOs), requires the services of a Coordinator to manage the programmes of a central hub to promote the sharing of information and knowledge for, by and among Civil Society Organisations in Namibia.

PURPOSE OF THE POSITION

To design, develop and deliver interventions that promote information collection, dissemination and networking with and among civil society organisations in Namibia.

APPLICANTS SHOULD

- be familiar with Namibia's CSO environment and knowledgeable about current affairs
- have proven administrative and organisational skills
- have excellent English communication skills (written and verbal)
- have minute-taking and project-reporting skills
- have relevant IT skills and be meticulously precise in data capturing
- have fundraising skills
- be punctual, reliable, goal-oriented and committed
- have a valid driver's licence

REQUIRED QUALIFICATIONS

Essential: Bachelor's degree in Social Sciences; Political Science/Administrative Studies, Project Management or related discipline

Desirable: Post-graduate studies in a relevant discipline

WORK ENVIRONMENT

The successful candidate will be stationed in Windhoek but travel throughout the country. Remuneration will be offered commensurate with skills and experience.

APPLICATIONS

Applications must be accompanied by a cover letter as well as a detailed CV containing the names and contact details of three references.

Applications should be emailed to info@civic264.org.na or hand delivered to CIVIC +264, House of Democracy, 70-72 Dr Frans Indongo Street, Windhoek no later than 17h00 on Monday, 16 January 2023.