



Ministry of Environment, Forestry & Tourism

Career Guide

2021



INTRODUCTION

At Independence in 1990, the new Government of the Republic of Namibia recognised the importance of the environment, by including the protection of natural resources in the Constitution. Namibia has one of the few constitutions in the world with specific provisions aimed at safeguarding the environment. Furthermore, Namibia is one of the few countries that has linked issues of environmental protection to tourism development.

Namibia has achieved significant Conservation successes and now has the largest population of Black Rhinoceros in Africa, the only significant population of this species outside protected areas, expanding lion and giraffe populations outside protected areas and an elephant population that has increased from 7000 to 23000 in around 20 years. In addition, the Ministry through the establishment of community conservancies under the auspices of the Community Based Natural Resource Management (CBNRM) Programme benefits rural communities through infrastructure development, employment creation and income. Furthermore, through the conservation of biodiversity, tourists from across the globe are attracted to Namibia's beautiful landscapes, contributing significantly to economic growth of the country.

The Ministry through its Multilateral Environmental Agreements (MEA) Division is also the focal point to various Multilateral Environmental Agreements including the Convention on Biological Diversity (CBD) (ratified in 1997); the United Nations Framework Convention on Climate Change (UNFCCC) (ratified in 1995); the United Nations Convention to Combat Desertification (UNCCD) (ratified in 1997); and the United Nations Commission on Sustainable Development. In light of this, the Ministry encourages active participation of all stakeholders including the general public in order to realise the full potential of the sector and its benefits.

This booklet therefore depicts the careers related to the core functions and mandate of the Ministry of Environment, Forestry and Tourism. The idea is to showcase the technical expertise available and required in the Ministry and in the environmental/natural resource management (NRM) sector. It should be noted that the booklet may not be exhaustive of all positions and careers in the sector.



Important Note:
The information presented in this booklet only represents an overview pertaining to green careers and may not be exhaustive.

Republic of Namibia

2021

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ACCOUNTANT



Image source: Pexels.com

The Job

An Accountant is responsible for keeping and interpreting financial records. He/she is responsible for the general administration of the organisation's funds for which he/she is accountable under the supervision of the relevant Superior.

Key responsibilities

- Serving as a financial consultant to the Accounting Officer in all matters regarding the general financial administration the organisation's funds
- Commenting from a financial point of view on administrative or functional action or policy
- Advising the Accounting Officer on the financial and other implications of all new projects or schemes and all matters concerning revenue and expenditure
- Advising the Accounting Officer on the correctness of the annual appropriation accounts
- Collecting, collating and evaluating budgetary information for submission to the Accounting Officer with financial and policy implications
- Controlling funds, verifying revenue, verifying cashbooks, reviewing appropriation accounts and reviewing calculation of interest on debt
- Giving immediate attention to all audit inquiries directly to the Accounting Officer
- Arranging for the submission of answers on audit minutes to the Accounting Officer
- Serving as liaison between the organization and the Ministry of Finance and the Auditor Generals' Office
- Serving on and providing financial advice to the organization's 'Economising/Financial Committee'

Requirements

- Must have a Bachelor's degree in Accounting or equivalent qualification
- Entry with a relevant diploma is possible with substantial experience, but this is a competitive area and graduates are usually preferred

Potential employers

Ministry of Environment, Forestry and Tourism; other relevant public and private institutions

ANTI-WILDLIFE CRIME OFFICER / RANGER



The Job

An Anti-Wildlife Crime Officer provides supervision for anti-wildlife patrolling teams in priority areas for wildlife protection, focusing on patrolling and law enforcement monitoring. Other major responsibilities include liaising with non-government and government agencies, and proactively seeking out innovative and adaptive ways to protect wildlife against the current threats and challenges, including mitigation of Human Wildlife Conflict (HWC).

Key responsibilities

- Coordinating and training anti-wildlife crime teams composed of Rangers and assigned Police and Army Units
- Coordinating patrol efforts to maximise protection, and implementing Law Enforcement Monitoring tools
- Collecting and collating anti-wildlife crime intelligence information
- Conveying information to relevant colleagues for weekly and monthly reports
- Coordinating with relevant Government and Non-government agencies on matters related to wildlife crime

Requirements

- Grade 10 (read and write in English) with six (6) years appropriate experience
- A Bachelor's degree in biological sciences, natural resources, environmental or equivalent qualification
- Substantial experience in conservation law enforcement or a relevant field of work

Potential employers

- Ministry of Environment, Forestry and Tourism - Wildlife and National Parks
- Communal Conservancies and Community Forests

CHIEF EXECUTIVE OFFICER: ENVIRONMENTAL FUNDS



Image source: Pexels.com

The Job

A Chief Executive Officer's (CEO) role varies from one organisation to another depending on the company's size, culture, and corporate structure. In large corporations, CEOs typically deal only with very high-level strategic decisions and those that direct the organisation's overall growth. In smaller institutions, CEOs often are more hands-on and involved with day-to-day functions. CEOs can set the tone, vision, and sometimes the culture of their organisations.

Key responsibilities

- Developing and implementing the organisation's strategies and vision in close consultation with its Board of Directors/Trustees to ensure the strategy is in line with the organisation's vision
- Exercising leadership over all management and operational activities, including conservation, communications, finance, legal, fundraising, HR, administration and IT
- Enforcing in-house rules and procedures, and guidelines as stipulated in the organisation's governing documents
- Overseeing, supporting, mentoring and motivating the senior management team and subordinate staff
- Strengthening the organisation's brand and raising the organisation's profile across all stakeholders
- Promoting effective networking, engagement, communication and collaboration with corporate partners
- Spearheading the development, implementation and monitoring of fundraising initiatives among individual and corporate donors

Requirements

- A Bachelor's degree in Business Administration, Finance, or a related field
- A minimum of 10 years of professional experience in a senior management role
- Proven track record in strategic planning, financial management, and fundraising

Potential employers

Environmental NGOs, Government departments, and International Development Organizations.

CHIEF DEVELOPMENT PLANNER



The Job

The main role of a Chief Development Planner is to promote and coordinate effective and efficient sectoral and strategic planning, spatial planning, monitoring and evaluation, knowledge management, research, policy, development budget and development cooperation.

Key responsibilities

- Identifying and seeking funding sources for projects
- Coordinating the activities of developing, compiling, formulating, planning, preparation and implementation of Ministerial Strategic Plans, Management Plans and the 5th National Development Plan (NDP5) Implementation Plan
- Coordinating the activities of Monitoring and Evaluation of the Ministerial Strategic Plans, Management Plans and the NDP5 Implementation Plan
- Coordinating activities related to Monitoring and Evaluation of Development Programmes and Projects.
- Coordinating the development of Integrated Monitoring and Evaluation Plans
- Initiating new Programmes and Projects within the context of national development priorities
- Coordinating the activities of Development Cooperation
- Coordinating the activities of Business Process Re-engineering
- Conducting General Planning and Formulation of Business Plans and Project Proposals
- Undertaking, applying and coordinating socio-economic research including surveys and statistics for policies development and evidenced based planning and decision making
- Coordinating the development of Master Infrastructure Development Plans
- Compiling of Development Budgets including the Medium-Term Expenditure Frameworks (MTEF)
- Coordinating the activities of Resource Mobilisation and Stakeholder Engagement
- Coordinating and conducting socio-economic analyses, and policy formulation, analysis and review
- Developing and updating guidelines for development; feasibility studies, project appraisals and setting of Project priorities
- Monitoring and evaluating socio-economic impacts of Projects

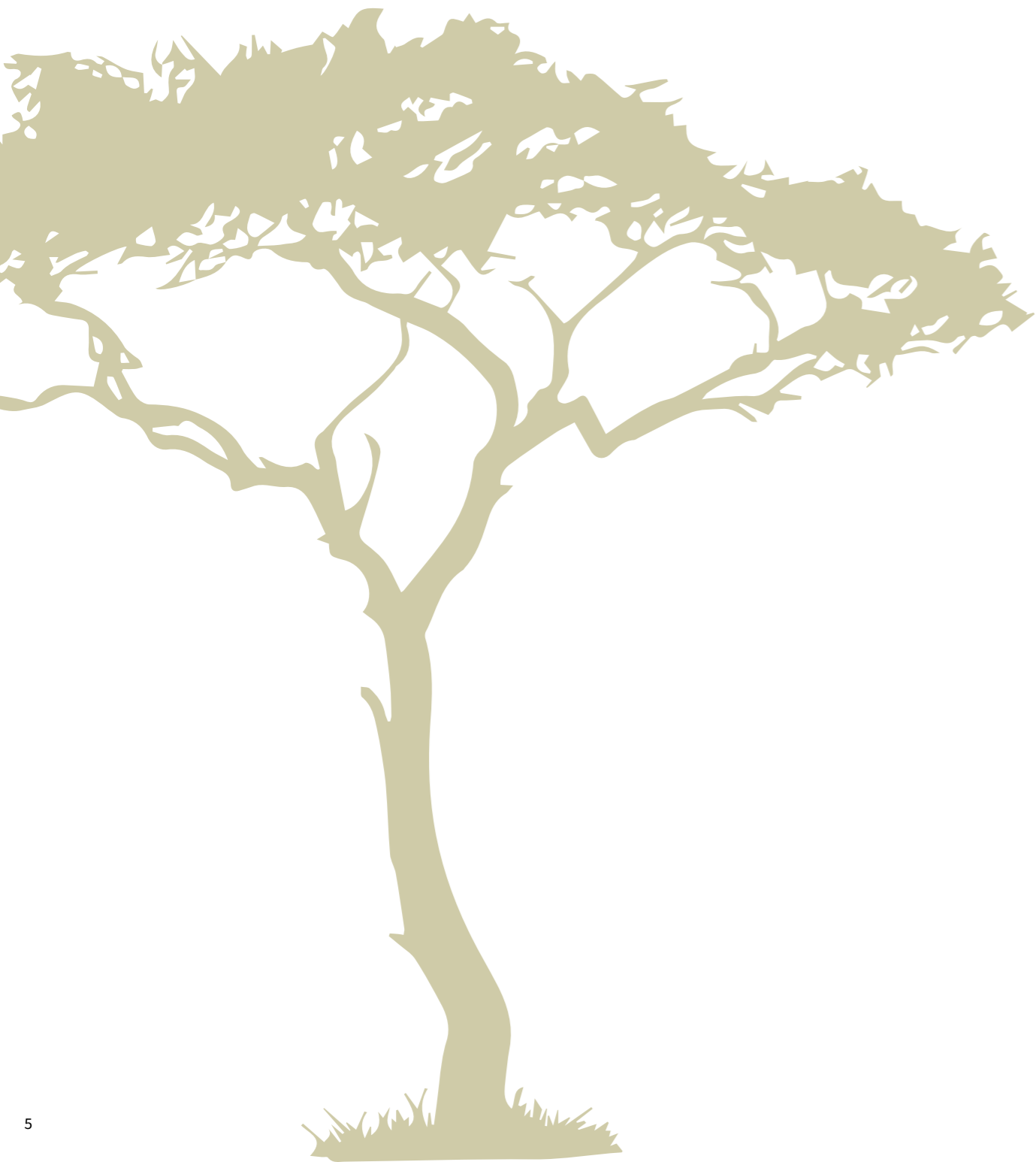
- Coordinating Spatial Planning activities
- Promoting and providing knowledge management services
- Supervising and coordinating the work of junior subordinates/junior staff

Requirements

- Must have a relevant Bachelor Degree in Economics, Planning, Project Management, Natural Resources Management or any relevant qualification, and 5 years appropriate experience in the field of Planning

Potential employers

- Ministry of Environment, Forestry and Tourism - Directorate of Planning and Technical Services, Division of Planning and Coordination



CONSERVATION SCIENTIST



The Job

Conservation scientists play a large role in how humans interact with the land around them. Government agencies, Non-Governmental Organisations (NGOs), private companies or individual landowners hire them to determine the best course of action to preserve land in its natural state. Conservation scientists generally have a particular area of focus including ecology, biodiversity management, waste management, soil health and climate change.

Key responsibilities

- Providing support to relevant research activities
- Collecting, developing, maintaining, updating and disseminating environment-related information
- Assisting with monitoring and enforcing environmental management plans and general measures for environmental protection
- Promoting and supporting the implementation of all environmental policies and legislations including those related to biodiversity, sustainable land management and climate change
- Providing specialist technical and scientific advice towards conservation and resource management issues
- Providing support to Programmes, Plans and Projects relating to Multilateral Environmental Agreements (MEA) such as the United Nations Convention on Biological Diversity (UNCBD), the United Nations Convention to Combat Desertification (UNCCD) and the United Nation Framework Convention on Climate Change (UNFCCC) as assigned
- Overseeing waste management schemes, such as at landfill sites
- Assisting with the development, promotion and implementation of new waste disposal schemes
- Ensuring compliance with legislation in the transportation, handling and disposal of waste
- Formulating and controlling budgets for waste management

Requirements

- A relevant degree in a biological or environmental science discipline or the equivalent
- Other relevant qualifications include a degree or the equivalent in biochemical sciences, chemical and physical sciences, civil/structural/mechanical engineering, earth sciences as well as geography and/or geology
- Good public relations and communication skills
- General office and computer skills including development and processing of information from digital documents, databases and spreadsheets

Potential employers

- Ministry of Environment, Forestry and Tourism - Department of Environmental Affairs and Forestry; Directorate of Scientific Services
- Private environmental/conservation institutions, Non-Governmental Organisations (NGOs) and Projects
- Waste management firms and agencies
- Municipalities - Waste Management Divisions

ENVIRONMENTAL COMMISSIONER



The Job

The Environmental Commissioner serves as head of the Department of Environmental Affairs and Forestry (DEAF). The Environmental Commissioner takes responsibility for, among others, advising organs of state on the preparation of environmental plans; determining the need for environmental assessments including Environmental Impact Assessments (EIAs) and Strategic Environmental Assessments (SEAs) for proposed activities as well as receiving and examining such assessments; and issuing environmental clearance certificates in terms of the Environmental Management Act (EMA) No.7 of 2007.

Key responsibilities

- Developing, implementing and monitoring environmental strategies and action plans to ensure corporate sustainable development
- Coordinating all aspects of pollution control, waste management, recycling, environmental health, conservation and renewable energy
- Leading and managing the DEAF in terms of Section 5 of the EMA and overseeing the implementation of relevant environmental policies and practices
- Ensuring compliance with environmental legislation

Requirements

- A relevant degree, or postgraduate qualification with extensive working experience; a Master's degree in business administration is an added advantage
- Although this career is open to all graduates, a degree in one of the following subjects would be advantageous: bioscience, earth sciences, ecology, energy, environmental engineering, environmental health, environmental sciences or management, engineering, with a sustainability focus

Potential employers

- Ministry of Environment, Forestry and Tourism - Department of Environmental Affairs and Forestry

ENVIRONMENTAL ECONOMIST



The Job

Environmental Economists study how natural resources are used and distributed. They monitor economic trends and collect data on energy costs, interest rates, inflation, etc. Based on their analysis, they develop forecasts of economic activity to help businesses and governments better plan for the activities related to environmental protection and the use of natural resources.

Key responsibilities

- Conducting research on economic and environmental topics such as renewable energy sources, sustainable land use, soil conservation, air and water pollution control, and endangered species protection
- Coordinating and supporting Natural Capital Accounting (NCA) studies
- Assessing the costs and benefits of various activities, policies, or regulations that affect the environment or natural resources
- Collecting and analysing data to compare the environmental implications of economic policy and practices

Requirements

- An advanced degree (Master's or a PhD) in economics including environmental science, with work experience
- Some entry-level jobs, primarily in Government consider candidates with a Bachelor's degree
- Good background in mathematics and statistics

Potential employers

- Ministry of Environment, Forestry and Tourism - Department of Environmental Affairs and Forestry
- Environmental firms
- Consultant companies
- International organisations

ENVIRONMENTAL EDUCATION OFFICER



The Job

Successful Environmental Education (EE) Officers are passionate about conserving the world around them and can speak and engage with people of all ages. Environmental Education work involves making people aware of environmental issues, promoting conservation and sustainability and enhancing public enjoyment of the environment. This is done through teaching and interpreting the natural world. EE Officers often work within a specific setting such as in schools or nature reserves. They also lead guided nature walks for visitors and organise events and awareness campaigns. Training volunteers and community groups involved in environmental work such as conservation projects is also a common part of the job. Furthermore, EE Officers assist with promotion of environmental clubs in schools.

Key responsibilities

- Liaising with colleagues, teachers and community groups on the design and delivery of educational programmes
- Conducting research and developing educational programmes and resources for schools, families, community groups and other visitors to sites of environmental interest; giving talks to such groups on environmental issues
- Promoting educational programmes through various materials and media including leaflets, newsletters, videos, etc.

Requirements

- A relevant degree in a biological or environmental science discipline or the equivalent
- Good public relations and communication skills
- General office and computer skills including word processing, data base, spreadsheets

Potential employers

- Ministry of Environment, Forestry and Tourism
- Namib Desert Environmental Education Trust
- Cheetah Conservation Fund
- Namibia Nature Foundation
- Environmental Education (EE) Centres; Non-Governmental Organisations (NGOs)

ENVIRONMENTAL LAWYER



Image source: Pexels.com

The Job

Environmental law is a broad and complex specialisation which is increasingly in demand. This is an area of law that requires highly technical understanding of environmental issues alongside the key skills required to practice law. This career offers an opportunity to change attitudes and policies, as an alternative to searching for scientific solutions to environmental problems. Environmental lawyers are the experts on environmental legislation, whether it is advocating for clean technology, water and climate change laws, or management of land, these lawyers always have Mother Earth's best interest at heart.

Key responsibilities

- Conducting research and analysing and interpreting data obtained from case law
- Convincing judges and juries of legal culpability through carefully constructed arguments which are evidence-based
- Providing legal advice on the availability of evidence to allow for prosecution
- Interpreting data through interviews with scientists, often as part of the court – enabling them to give expert opinions

Requirements

- Law Degree
- Must successfully complete (pass) legal practice examination
- Analytical thinking, public speaking skills, careful judgment, and excellent memory and an eye for details
- Good scientific understanding and interpretation

Potential employers

- Ministry of Justice
- Office of the Attorney General; Office of the Prosecutor General
- Ministry of Environment, Forestry and Tourism
- Private law firms that have environmental law as one of their areas of service
- International organisations

ENVIRONMENTAL PRACTITIONER / CONSULTANT



The Job

Environmental Consultants provide expert assessment and advisory services to their clients on matters pertaining to the management of environmental issues. In doing so, they play an integral role in reducing the detrimental impact of industrial, commercial and government initiatives on the environment.

Key responsibilities

- Providing environmental services/solutions including Environmental Impact Assessments (EIAs), Strategic Environmental Assessments (SEAs)
- Evaluating environmental policy, management systems and processes through comprehensive audits
- Assisting Government and other clients with the designing and implementation efficient systems and processes to mitigate current and future environmental challenges

Requirements

- An undergraduate degree or postgraduate qualification in biology, chemistry, environmental science, environmental management, environmental engineering, geology, ecology, agricultural science or similar subjects
- Relevant work experience through short-term placements, internships or local volunteering projects is an added advantage

Potential employers

Environmental consultants tend to be employed by environmental consultancy firms with a client base which includes public sector and commercial organizations. Some environmental consultants may even run their own consulting businesses.

ENVIRONMENTAL RESEARCHER / SCIENTIST / TRAINER



Image source: Pexels.com

The Job

Environmental Scientists often concern themselves with studying the impact of human activity on the environment, and identifying ways to manage, minimise or eliminate negative impacts such as air pollution, climate change and habitat destruction. Environmental Scientists gather samples and observational data in the field and conduct tests to provide evidence-based solutions to issues.

Key responsibilities

- Conducting field surveys and collecting data collection
- Preparing detailed scientific reports/presentations based on the findings
- Communicating the results of such studies to Senior Scientists and key stakeholders
- Devising plans to minimise and address environmental problems
- Providing field-based training and mentorship to students and learners as attached by schools, universities and industries
- Project and budget management (senior role)
- Advising government on relevant policies and other areas that may require improvement
- Maintaining collections of species (plants and animals)

Requirements

- An undergraduate degree or postgraduate qualification in biology, chemistry, environmental science, environmental management, environmental engineering, geology, ecology, agricultural science or similar subjects
- Relevant work experience through short-term placements, internships or local volunteering projects is an added advantage

Potential employers

- Ministry of Environment, Forestry and Tourism - Directorate of Scientific Services
- Gobabeb Research and Training Institutes
- Cheetah Conservation Fund
- Universities
- Other relevant public and private research institutions
- Museums and natural history collections

FORESTER



The Job

Foresters perform duties related to forest management or forestry research. Foresters focus on various activities including mapping forest areas to estimate the amount of resources available e.g. timber, Indigenous Natural Plants (INPs), water and forage for livestock and wildlife. They also determine areas that need intervention and design relevant activities such as planting trees, controlling disease or pests, and thinning and pruning dense forests. Foresters focusing on forestry research are responsible for, among others, plant identification, research on INPs and their domestication, research on the effects of fire on vegetation, monitoring of vegetation and research on the effects of climate change on vegetation.

Key responsibilities

- Monitoring vegetation to ensure healthy growth and determining the best time for harvesting
- Supervising forestry teams and inspecting their work
- Selecting and marking trees to be thinned/cut and checking on the cutting and removal thereof
- Being on the lookout, patrolling, and working with pilots to detect fires and leading firefighting teams
- Overseeing the operation of recreational areas, collecting fees, issuing permits, giving talks to visiting groups, and assisting with guiding hikers
- Conducting field surveys and data collection
- Preparing detailed scientific publications/reports/presentations based on findings
- Providing mentorship to students and learners as attached by schools, universities
- Providing environmental education
- Maintaining collections of INPs and their seeds
- Providing technical and scientific advice towards conservation and sustainable management of plant resources
- Forestry research proposal writing and support

Requirements

- A Bachelor's degree in forestry and wildlife management; a relevant degree in biological/environmental science or the equivalent

Potential employers

- Ministry of Environment, Forestry and Tourism - Directorate of Forestry; Natural history collections; Other relevant public and private institutions

HUMAN RESOURCE PRACTITIONER / OFFICER



image source: Pexels.com

The Job

A Human Resource (HR) Practitioner is responsible for conducting human resources planning; selecting and recruiting new staff; directing and advising on personnel management programmes; advising on, supervising and providing technical guidance to staff with regard to personnel related legislation, policies and guidelines; and advising on human resources development.

Key responsibilities

- Ensuring compliance with and correct interpretation of the Public Service Act, Public Service Staff Rules, Regulations and other relevant Acts and Regulations
- Ensuring uniformity, efficiency and effective administration of human resource matters
- Advising on (or assisting with) the compiling of requests/proposals regarding adjustment of casual employments, overtime remuneration and employment in addition to the fixed establishment
- Coordinating the capturing and maintenance of data as well as activities pertaining to the human resource management in the organisation
- Determining of all training needs in respect of human resource development
- Developing and executing programmes for staff trainings and general orientation
- Participating in joint meetings with Trade Unions
- Handling grievances, representations, misconduct and labour related issues
- Providing counseling and guidance concerning the maintenance and development of human resources
- Monitoring the disposition of human resources
- Any other work related duties assigned by the supervisor

Requirements

- Must have a Bachelor's degree in HR or equivalent qualification
- Entry with a relevant diploma is possible with substantial experience, but this is a competitive area and graduates are usually preferred

Potential employers

- Ministry of Environment, Forestry and Tourism; other public and private institutions
- Non-Governmental Organisations (NGOs)
- Universities
- International organisations and agencies

INTERNAL AUDITOR



Image source: Pexels.com

The Job

An Auditor is responsible for assessing the adequacy, efficiency and effectiveness of internal accounting controls; appraising financial, administrative and operational procedures and systems; performing risk assessments; producing audit reports; serving as an advisor for improvements and/or corrective action where necessary.

Key responsibilities

- Working with the Chief Internal Auditor to put in place systems which ensure that all major risks of the organisation are identified and analysed on a regular basis
- Assisting in planning, organising and carrying out the Internal Audit function including the preparation of an Audit Plan, scheduling and assigning work, and estimating resource needs
- Assisting with compiling reports to both the Audit Committee and Management on policies, programmes and activities
- Reviewing relevant systems and procedures, and reporting on findings and making recommendations to Management
- Monitoring Management's response to and implementation of recommended measures
- Reviewing and reporting on accuracy, timeliness and relevance of the financial and other information that is provided to Management
- Reporting on the value for money that the organisation obtains in all its activities with special regard to cost saving, efficiency and effectiveness
- Providing Management with an opinion on the internal controls in the organisation

Requirements

- Must have a Bachelor's degree in accounting, auditing or equivalent qualification
- Entry with a relevant diploma is possible with substantial experience. This however is a competitive field and graduates are often preferred

Potential employers

- Ministry of Environment, Forestry and Tourism; other relevant public and private institutions

PARK RANGER



The Job

Park Rangers have a wide variety of duties that range from conservation activities to bookkeeping. Their first responsibility, however, is safety. Rangers work in parks with treacherous terrain, dangerous wildlife and sometimes severe weather. They ensure that hikers, campers and other park visitors follow outdoor safety protocols. Rangers are also responsible for keeping the visitors' register at park offices and participate in search- and-rescue missions for visitors who are lost or injured while visiting the parks. In mountainous and forested regions, they may use helicopters or horses for searches.

Key responsibilities

- Protecting parks from inappropriate access and use including prevention of wildlife crime and other threats through patrols
- Registering vehicles and collecting park and registration fees, which are used to help maintain roads and facilities and fund conservation activities
- Enforcing laws, regulations and policies of the parks
- Arresting and evicting people who may violate these laws and other efforts to conserve and protect park resources e.g. keeping motorised vehicles off sand dunes and other fragile lands
- Ensuring that visitors do not pollute, chop down trees, or start unsafe campfires that could lead to catastrophic veld fires.
- When veld fires occur, Rangers help with the dangerous, arduous task of putting them out

Requirements

- Minimum Grade 12 Certificate with good symbols in life sciences, biology, mathematics and English
- Must be prepared for enrolment in tertiary education and professional development in relevant fields of study at universities, Southern African Wildlife College, etc.
- Other certified courses or activities that deal with plant and animal life, geography
- Good communication skills

Potential employers

- Ministry of Environment, Forestry and Tourism - National Park Services
- Other Non-governmental agencies in charge of their parks; Private Game Reserves and Lodges

PILOT



The Job

Pilots offer critical services in conservation areas including: law enforcement - overflying bases in the park and assisting the law enforcement team with aerial surveillance when necessary; Conservation - overflying the savannah areas in the park to monitor the effectiveness of the annual fire management programs; park management - taking the Park Manager on air trips around the park to visit communities and local authorities; conducting medical evacuations; and monthly logistics flights to Etosha National Park and all other National Parks in the country.

Key responsibilities

- Maintaining aircrafts according to Aviation Administration regulations
- General up-keeping and operation of aircrafts; administration and keeping all logbooks up to date
- Providing flight instruction to the Park Manager and trainee Pilots as instructed by the Park Manager
- Conducting any other flying as required by the Park Management (might be outside Namibia for extended periods of time)
- Assisting relevant conservation staff with Geographic Information System (GIS) work and other related work when not flying
- Conducting aircraft fuel inventories including ensuring that there is enough fuel on hand to be able to perform monthly scheduled flights
- Updating the aircraft Terms of Reference on a regular basis to ensure all eventualities are met
- Support to wildlife censuses and game counts as well as wildlife relocations

Requirements

- Aviation Administration License and safe flying skills
- 1 000 hours of flight, including 100 hours on Cessna 182 P
- Skills in mechanics, ability to perform basic maintenance
- Comfortable to fly in possible adverse weather without taking any chances
- Experience in flying in Africa and using remote airstrips
- Diplomacy/ability to build good government relations
- Flying experience and certification for helicopters
- Night flying experience in case of emergency

Potential employers

- Ministry of Environment, Forestry and Tourism - National Parks and Wildlife Management
- Local and international aviation companies



POLICY ANALYST



Image source: Pexels.com

The Job

A Policy Analyst is responsible for the provision of professional and/or technical support in undertaking of comprehensive research and analysis on various issues relating to policies and functioning of Government, aimed at achieving coordination and harmonisation of functions, programs and activities.

Key responsibilities

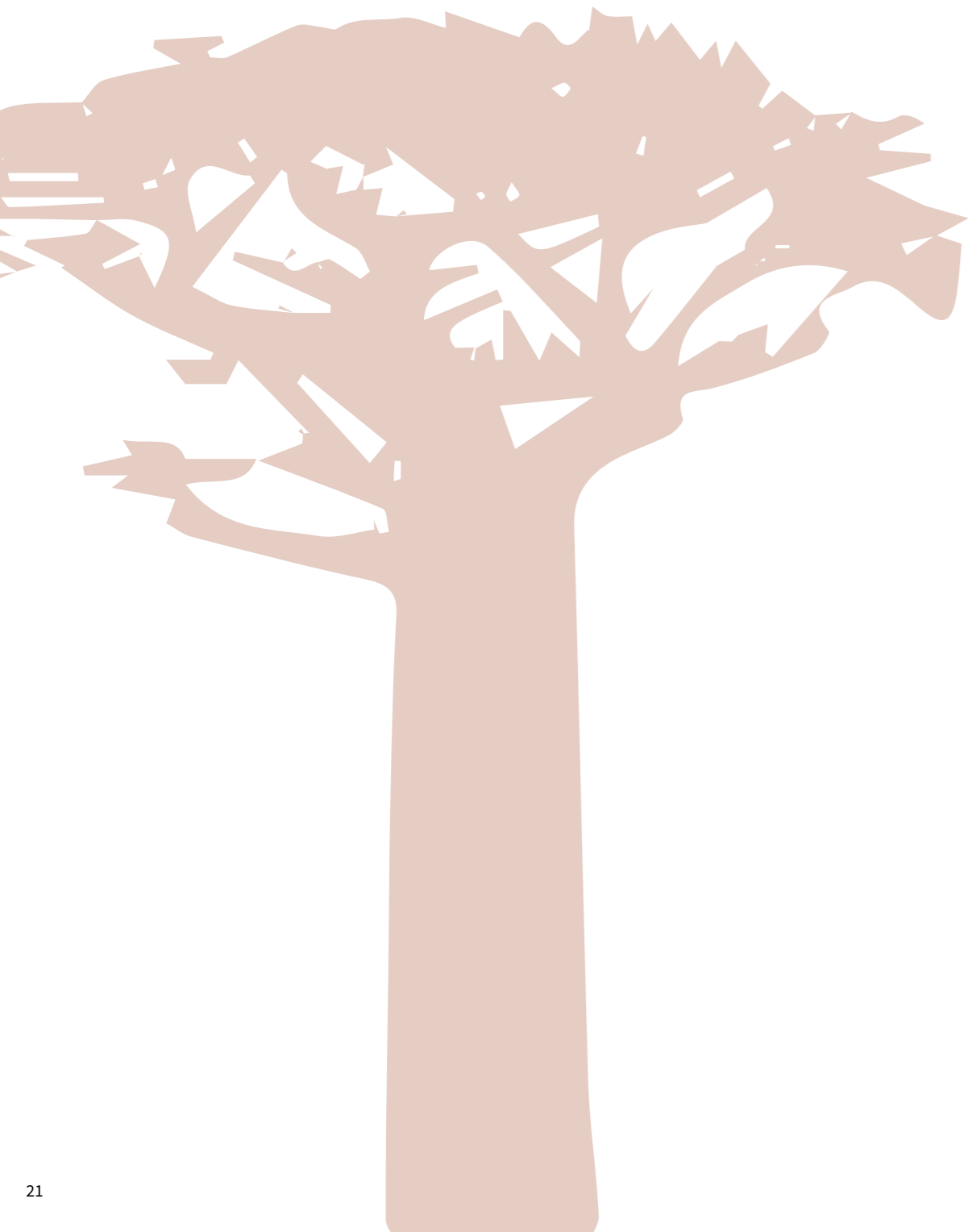
- Monitoring and analysis of government legislation and policies in areas assigned
- Development and designing of proposals and projects
- Identifying and conceptualising project topics and opportunities that advance the organization's program and political agenda
- Directing processes for complex proposals
- Identifying and seeking funding sources for projects
- Negotiating with donors and collaborators on required revisions to proposals
- Developing research and policy questions, timelines and work plans including analytical/evaluation approaches for complex projects and allocation of resources
- Designing and developing policy analyses and providing technical assistance and evaluation for projects
- Participating and advising in strategic planning and review meetings
- Providing mentorship assistance to staff as needed with regards to project work and other related technical needs
- Providing technical assistance to community agencies upon request in the development of successful proposals and evaluation their programs
- Providing technical assistance in seminar programming and planning, and representation and information dissemination
- Establishing and maintaining relations with local, regional and national researchers, policy makers and customers

Requirements

- Must have a relevant degree
- Entry with a relevant diploma is possible with substantial experience, but this is a competitive area and graduates are usually preferred

Potential employers

- Ministry of Environment, Forestry and Tourism; other relevant public and private institutions



PUBLIC RELATIONS OFFICER



The Job

Public Relations (PR) Officers make use of various forms of media and communication to build, maintain and manage the reputation of the organisation. The PR Officer communicates key messages to defined target audiences in order to establish and maintain goodwill and understanding between the organisation and the public. He/she also monitors publicity and conducts research to find out the concerns and expectations of the public and stakeholders, and report/explain the findings to Management.

Key responsibilities

- Planning, developing and implementing PR strategies of the organisation
- Building strong relationships and networks with colleagues, clients and the media and answering enquiries from the media and other organisations
- Monitoring feeds to the media including newspapers, magazines, journals, broadcasts, social media sites and blogs
- Conducting research, and writing and distributing press releases to targeted media and audience
- Collating and analysing media coverage and reports
- Writing and editing in-house magazines, case studies, speeches, articles and annual reports
- Preparing and supervising the production of publicity brochures, handouts, leaflets, promotional videos, photographs, films and other materials
- Organising events, sourcing speakers and seeking out sponsorship opportunities for such events
- Maintaining and updating information on the organisation's website
- Managing the PR aspect of a potential crisis situation

Requirements

- Must have a Bachelor's degree in PR, journalism or equivalent qualification
- Experience with PR campaigns and media management
- Excellent (English) writing, oral presentation and communication skills

Potential employers

- Ministry of Environment, Forestry and Tourism; other relevant public and private institutions

SECURITY OPERATIONS OFFICER



Image source: Pexels.com

The Job

Security Operations Officers are responsible for securing organisation's property and premises, and carrying out routine security checks.

Key responsibilities

- Planning, directing, overseeing and coordinating security activities in the organisation including supervision of Security Officers in the performance of duties to ensure the security and safety of life and property on the organisation's premises
- Identifying and organising trainings for Security Officers
- Ensuring the implementation and compliance with security policies, procedures and programmes
- Investigating security breaches and reporting such incidents to the relevant Supervisor
- Performing any other duties that may be assigned from time to time

Requirements

- Grade 10 (read and write in English) with six (6) years appropriate experience
- General field skills including off road driving, field vehicle maintenance and basic repair work, low impact camping, navigation and map reading, firearm handling, equipment maintenance and safekeeping, and basic radio communications
- Must be familiar and comply with the Public Service Act, Public Service Staff Rules, Regulations and other related Acts

Potential employers

- Ministry of Environment, Forestry and Tourism
- Security firms
- Other public and private institutions

SCOUT / COMMUNITY GAME GUARD



The Job

Scouts/Community Game Guards are responsible for safeguarding wildlife in conservation areas through patrols. They also assist with servicing and maintaining conservation equipment. In addition, Scouts/Community Game Guards stay on the lookout for wildfires in conservation areas, monitor wildlife movement and support game counts.

Key responsibilities

- Conducting wildlife protection patrols
- Assisting with game counts
- Control of wildfire including the observation and recording thereof
- Maintenance of fences, water installation equipment, camping sites, signboards and horse corrals
- Removing garbage and waste products in conservation areas
- Keeping of prescribed register
- Conducting emergency repairs of equipment and buildings
- Executing any other tasks assigned by relevant supervisors

Requirements

- Grade 10 (read and write in English) with six (6) years appropriate experience
- General field skills including off road driving, field vehicle maintenance and basic repair work, low impact camping, navigation and map reading, firearm handling, equipment maintenance and safekeeping, and basic radio communications

Potential employers

- Ministry of Environment, Forestry and Tourism - Wildlife and National Parks
- Communal Conservancies
- Private Game Reserves and other conservation areas

TOURISM OFFICER



The Job

A Tourism Officer is responsible for developing and promoting tourism to attract visitors and stimulate significant economic benefits. Key areas of work include marketing, visitors management and the development of tourism products, services and facilities. Tourism Officers increasingly focus on economic development or urban and rural regeneration as well as strategic planning, particularly in local authorities as well as maintaining visitors services and attractions. Tourism Officers are usually involved in strategic planning and development. Their work also involves liaising with the public and with local and public agencies, as well as behind-the-scenes preparation and planning.

Key responsibilities

- Producing tourism information, writing press releases and developing tourism guides/newsletters
- Setting up and overseeing exhibitions and expos
- Organising special and seasonal events and festivals
- Devising and planning tours, and arranging itineraries
- Liaising with local operators and handling media inquiries
- Providing funding and business advice including drafting of funding applications
- Facilitating the development of e-tourism platforms, including websites, and establishing business databases
- Writing and presenting tourism reports to relevant committees, institutions and departments
- Assisting with product development for tourist attraction
- Giving talks to local parties, community groups, schools and other visiting groups
- Assisting with commissioning and/or producing tourism strategies and economic impact studies, lobbying the industry and Government on strategic tourism matters

Requirements

- An appropriate national diploma/degree in tourism plus appropriate experience or the equivalent.

Potential employers

- Ministry of Environment, Forestry and Tourism - Directorate of Tourism; Directorate of Wildlife and National Parks; Regional Tourism Support
- Other public and private tourism agencies

TOURISM STATISTICIAN



The Job

The work of a Tourism Statistician involve gathering and managing large quantities of tourism data, performing statistical analysis and identifying trends based on the results of their analysis and projections. As statisticians, they are also responsible for designing tools for tourism surveys and dealing with data processing and analysis, with particular attention to patterns to that can help guide decision-making processes. Tourism Statisticians create reports, charts, and graphs that describe and interpret their findings, which provide insights, recommendations, and advice on the formulation of policy and strategies.

Key responsibilities

- Collecting tourist arrival data from different posts as well as the compilation and analysis of such data to produce Annual Tourism Reports
- Liaising with relevant offices and institutions including the Namibia Tourism Board on matters related to tourism data and information in order to produce a comprehensive Annual Tourism Reports
- Coordinating and supervising the Tourist Exit Survey
- Maintaining an in-house information library and database where statistics, research and other tourism related reports are kept
- Identifying research needs; designing research tools and formats; and assist researchers, students, the tourism industry and other stakeholders with tourism related information

Requirements

- Must have an appropriate Bachelor's degree in statistics, economics, mathematics or equivalent qualification
- Knowledge of Statistical Package for the Social Sciences (SPSS) and Microsoft Excel is required

Potential employers

- Ministry of Environment, Forestry and Tourism - Directorate of Tourism
- Other relevant public or private institutions
- Independent consultants

VETERINARIAN



The Job

Veterinarians are involved in the implementation of measures to prevent the occurrence and spreading of contagious and transmittable diseases, the identification thereof, as well as preventative and remedial treatment of animals.

Key responsibilities

- Executing control over all veterinary activities in a specific area in regard to animal inspections
- Rendering appropriate extension services to farmers
- Compiling and releasing veterinary reports
- Ensuring safe and professional capture and translocation of game species, as required
- Overall management of the Game Capture Unit with the assistance of the Chief Warden

Requirements

- A recognised appropriate veterinary degree
- Experience in wildlife related veterinary work (capture, immobilisation, translocation); a pilot's license will be an advantage
- Familiarity in broad terms within the provisions of relevant environmental legislation, the Public Service Act, Public Service Staff Code, Constitution of the Republic of Namibia, Finance Act, Treasury Instructions, Archives Act, and the Labour Act
- General field skills including off-road driving, field vehicle maintenance and basic repair work, low impact camping, navigation and map reading, firearm handling, equipment maintenance and safe keeping, and basic radio communications
- General office and computer skills including word processing, spreadsheets, minute taking and keeping summary records of meetings
- General knowledge of Namibian environment and biota

Potential employers

- Ministry of Environment, Forestry and Tourism Section - Veterinary Services; other public or private veterinary institutions

VETERINARY TECHNICIAN



The Job

Veterinary Technicians use medical knowledge and clinical skills to provide routine and emergency nursing care to animals under the direction of a Veterinarian. Whether it is facilitating well-check exams, administering laboratory tests, or assisting during surgery, Veterinary Technicians support Veterinarians in meeting the diagnostic and treatment needs of animals.

Key responsibilities

- Providing firsthand assistance and help to Veterinarians including making available all the equipment and essentials that are required for the Veterinarian to treat animals and ensuring that there are adequate supplies in store
- Carrying out rough checks, conducting inquiry and conducting pre-screening examinations
- Administering anesthesia to animals before surgery under the guidance of the Veterinarian
- Providing induction and training to new recruits
- Record keeping

Requirements

- A recognised appropriate veterinary diploma
- Experience in wildlife related veterinary work (capture, immobilisation, translocation) will be an advantage
- Immobilising and professional capturing of wild animals
- General field skills including off road driving, field vehicle maintenance and basic repair work, low impact camping, navigation and map reading, firearm handling, equipment maintenance and safe keeping, and basic radio communications skills
- General office and computer skills including word processing, spreadsheets, minute taking or keeping summary records of meetings
- General knowledge of Namibian environment and biota

Potential employers

- Ministry of Environment, Forestry and Tourism Section - Veterinary Services; other public or private veterinary institutions

WARDEN



The Job

Game Wardens are certified peace officers and are responsible for national or private parks and game reserves, and other conservation areas including communal conservancies. These law enforcement and wildlife conservation professionals, who may also be called Conservation Officers, Game Protectors, Wildlife Control Agents, Wildlife Officers, and Game Wardens, among other titles, dedicate their lives to the conservation and management of wildlife and to enforce related laws.

Key responsibilities

- Ecosystem-based management
- Working closely with Game Biologists to monitor field conditions and species populations
- Serving as law enforcement personnel (including anti-pollution)
- Assisting with Human Wildlife Conflict (HWC) and facilitating the implementation of the HWC Policy and Standard Operating Procedures (SOPs)

Requirements

- Diploma in nature conservation or equivalent qualification
- No criminal record
- A clean driving history

Potential employers

- The Ministry of Environment, Forestry and Tourism
- Lodges
- Private game reserves
- Wildlife services

FURTHER INFORMATION SITES

Cheetah Conservation Fund (CCF) (<https://cheetah.org/>)
Community Conservation Fund of Namibia (CCFN) (<https://www.ccf-namibia.org/>)
EduVentures (<http://eduventures-africa.org/>)
Elephant-Human Relations Aid (EHRA) (<https://www.ehranamibia.org/volunteer-with-elephants-namibia>)
Environmental Education Centres - B2Gold Otjikoto Nature Reserve Environmental Education Centre (https://www.b2gold.com/_resources/csr-brochure/B2Gold_CRS_Brochure_web.pdf); Okatjikona Environmental Education Centre (<https://www.facebook.com/Okatjikona-Environmental-Education-Centre-516512571876062/>); Namutoni Environmental Education Centre (<https://www.facebook.com/NEECEtosh/>)
Environmental Investment Fund of Namibia (EIF) (<https://www.eif.org.na/>)
Desert Research Foundation of Namibia (DRFN) (<https://drfn.org.na/>)
Game Products Trust Fund (GPTF) (<https://www.eif.org.na/project/gptf>)
Gobabeb Research and Training Institute (<https://gobabeb.org/>)
Integrated Rural Development and Nature Conservation (IRDNC) (<https://www.irdnc.org.na/>)
International University of Management (IUM) - Faculty of Tourism, Hospitality and Events Management (<http://www.ium.edu.na/faculties/Tourism>); Centre for Environmental Studies (CES) (<http://www.ium.edu.na/downloads/CES%20Advert.pdf>)
Namibian Association of CBNRM Support Organisations (NACSO) (<http://www.nacso.org.na/>)
Namibia University of Science and Technology (NUST) (<https://www.nust.na/>) - Department of Agriculture and Natural Resources Sciences (<http://fnrss.nust.na/?q=department/natural-resources-agricultural>); Department of Hospitality and Tourism (<https://www.nust.na/?q=faculty-departments/department-hospitality-tourism>); Department of Natural and Applied Sciences (<http://fhas.nust.na/?q=department/natural-applied-sciences>)
Ministry of Environment, Forestry and Tourism (MEFT) (<https://www.met.gov.na/>)
Namib Desert Environmental Education Trust (<https://nadeet.org/>)
Namibia Development Trust (NDT) (<https://www.facebook.com/NamibiaDevelopmentTrust/>)
Namibia Environmental Education Network (NEEN) (<https://neen.org.na/>)
Namibia Nature Foundation (NNF) (<https://www.nnf.org.na/>)
Namibia Tourism Board (NTB) (<https://namibiatourism.com.na/>)
Namibia Wildlife Resort (NWR) (<https://www.nwr.com.na/>)
Okonjima (<https://okonjima.com/>)
Rare and Endangered Species Trust (REST) (<https://www.restnamibia.org/>)
Southern African Wildlife College (<https://wildlifecollege.org.za/>)
United Nations (UN) Namibia - United Nations Development Programme (UNDP) (<https://www.na.undp.org/>); United Nations Educational, Scientific and Cultural Organization (UNESCO) (<https://en.unesco.org/fieldoffice/windhoek>); United Nations Environment Programme (UNEP) (<https://www.unep.org/>)
University of Namibia (UNAM) (<https://www.unam.edu.na/>) - Department of Biological Sciences (<https://www.unam.edu.na/galleries/biological-science>); Department of Geography, History and Environmental Studies (<https://www.unam.edu.na/faculty-of-humanities-and-social-sciences/geography-history-environmental-studies-and-tourism-management/undergraduate-qualifications/geography-and-environmental-studies>)
Veterinary Association of Namibia (<https://www.van.org.na/section.php?secid=26&menuid=9>)
Windhoek Flight Training Centre (<https://flywftc.com/>)
World Wildlife Fund (WWF) (<https://www.worldwildlife.org/>)



**Ministry of Environment,
Forestry & Tourism**

**Department of
Environmental Affairs
and Forestry**

Private Bag 13306
Windhoek, Namibia
www.met.gov.na

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