

CONSERVATION AND RESEARCH COORDINATOR

Specs

Job Title: Conservation and Research Coordinator
Department: Conservation, Research & Community Programmes
Reports to: Chief Executive Officer
Location: ORKCA HQ (Karasburg)
Job Level: Officer

Primary Purpose of the Role

The Conservation and Research Coordinator is a full-time, cross-functional position that bridges the interface between biodiversity science and community conservation. The incumbent will lead the coordination of ORKCA's landscape-wide biodiversity monitoring program with a strong research and data collection component, while supporting integrated community engagement across the Greater ORKCA landscape. This role ensures the alignment of conservation science, ecological restoration, and socio-economic development objectives by working closely with local communities, research partners, and the broader ORKCA team.

Key Responsibilities

1. Biodiversity Monitoring and Research

- Lead biodiversity and ecological monitoring activities across the ORKCA landscape in collaboration with Natural State and other research institutions.
- Develop and implement scientifically sound methodologies for BioCredit and biodiversity monitoring as per the Rolex Perpetual Planet Grant requirements.
- Coordinate field research and data collection on species, soil, vegetation, and water systems, with a focus on endangered plant species.
- Maintain and analyze datasets to inform adaptive management and reporting.
- Provide interim and final reports for internal use, external donors, and academic dissemination.

2. Community Engagement and Outreach

- Serve as the primary liaison between ORKCA and communities including the //Gamaseb Conservancy and Warmbad Community.
- Facilitate participatory conservation planning, ensuring integration of community priorities and traditional knowledge in ORKCA programs.
- Organize and facilitate community meetings, workshops, trainings, and awareness campaigns.
- Develop and manage community-led conservation projects and provide support in conflict resolution, governance, and benefit-sharing frameworks.
- Monitor and document changes in community perceptions and behaviors towards conservation.
- Coordinate and liaise with key partners and line ministries including Traditional Authorities and various other structures.

3. Programme & Project Coordination

- Manage community-linked biodiversity and research projects, including developing work plans, timelines, budgets, and deliverables.
- Ensure the timely implementation of the Rolex Perpetual Planet pilot and other strategic projects across the landscape.
- Track project impact and progress through measurable indicators and ensure all grant reporting obligations are met.

4. Capacity Building and Leadership Development

- Facilitate training workshops and field demonstrations on conservation, monitoring techniques, and enterprise development.
- Mentor community youth and local monitors involved in ecological restoration and data collection.
- Build strategic partnerships with educational institutions, NGOs, and government agencies to support local capacity.

5. Administration, Communications and Stakeholder Support

- Maintain up-to-date project records, including technical reports, data logs, and communication materials.
- Contribute content to ORKCA communications platforms highlighting conservation milestones and community successes.
- Engage constructively with external stakeholders, including government departments, donors, and researchers.
- Support the development of grant applications, budgets, and donor proposals in collaboration with ORKCA management.

Key Performance Areas (KPA's)

- Research & Biodiversity Monitoring
- Community Engagement and Capacity Building
- Programme Implementation & Reporting
- Strategic Partnerships & Stakeholder Coordination
- Monitoring, Evaluation & Adaptive Management

Key Performance Indicators (KPIs)

- Timely delivery of biodiversity monitoring outputs and research reports.
- Training workshops and active community projects running concurrently.
- Regular and effective consultation with communities with evidence of influence in ORKCA programming.
- Bi-annual monitoring reports on community-conservation metrics.
- All donor-related reporting and documentation submitted on time and to required standards.

Minimum Qualifications and Experience

- Bachelor's Degree or Diploma in Natural Resource Management, Conservation Biology, Environmental Science, or related field.
- Minimum 3 years of experience in community conservation and/or project coordination.
- Demonstrated experience in biodiversity monitoring, ecological research, or applied conservation science.
- Strong facilitation and community liaison skills, particularly in rural and culturally sensitive contexts.
- Ability to work independently, manage multiple priorities, and maintain strong field presence.
- Drivers license (non-negotiable)
- Strong command of English with Afrikaans & Khoe-Khoegowab added advantage

Desired Attributes

- Self-motivated and proactive with cultural sensitivity.
- Strong data analysis and communication skills.
- Ability to build trust and mediate complex community and stakeholder dynamics.
- Enthusiastic about learning and mentoring.
- Passionate about integrating science with social justice in conservation.

