ORKCA
ORANGE RIVER-KAROO CONSERVATION AREA

WE ARE HIRING

PROGRAMMES MANAGER

The candidate will contribute towards ORKCA's strategic objectives by planning, leading, organising and coordinating programmes in the ORKCA target Conservation Area.

The programmes manager is responsible for ensuring productive and efficient support to the target conservation area by providing nature conservation, projects management, community outreach and support services functions, so that agreed landscape level conservation impacts are achieved, working alongside Reserve Manager, Head of Philanthropy and Head of Finance.

The candidate will report directly to the CEO and will provide full support to the entire ORKCA team.

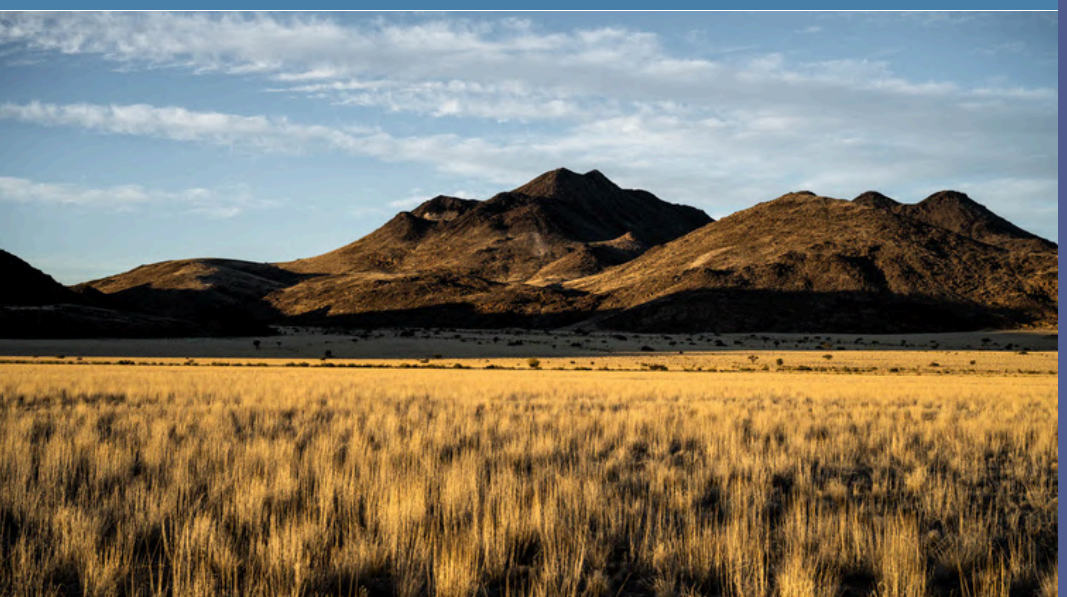
Requirements:

- Master's degree or relevant professional qualification, or a degree with 10 years' experience.
- Senior conservation management experience.
- Project and people management skills.
- Planning, problem-solving and reporting skills.
- Leadership, communication and decision-making skills.
- Negotiation, teamwork and conflict management.
- Ability to work under pressure.
- Coaching and mentoring skills.



Key Responsibilities:

- Coordinate research and development in the Target Conservation Area on ORKCA's own land as well as managing partnership conservation programmes on neighbouring properties within the landscape.
- Community outreach and empowerment of regional conservancies and communities.
- Managing conservation, commercial and community projects in the broader landscape.
- Overseeing the operations of commercial projects in the field of tourism as well as community projects and enterprises
- Providing support services to ORKCA management in the field of finances, administration, legal secretarial and human resources
- Contribute towards fundraising.
- Public relations – cooperate with all key stakeholders.
- Reporting – management and donor reports.



Key Performance Areas: [KPA's]:

Management work:

- Planning – forecasting, developing objectives, programming, scheduling, budgeting and workplans.
- Organising - determine roles and responsibilities, delegate duties and develop relationships.
- Leading – decision making, communications, motivation and selecting and developing people.
- Coordinating – measure, evaluate

Technical work:

- Conservation and Research – infrastructure support, ecological management, vehicles & equipment oversight, integrated landscapelevel programmes, Monitoring & Implementation Plan implemented,phase 1 security plan implementation.
- Outreach – engagement and liaison with conservancies and
- communities, capacity building, programmes support.
- Projects – projects management, monitoring progress, reporting.
- Commercial Operations – tourism operations, other enterprises.
- Contribute towards fundraising – participate in drafting fundraisingproposals.
- Public relations – cooperate with all key stakeholders.
- Reporting – management and donor reports.

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Key Performance Indicators [KPI's]:

Management work:

All planning is done according to ORKCA's guidelines and submitted in time, including:

- annual and bi-annual review of priorities (forecasting).
- developing priorities and objectives.
- an annual work plan (programming & scheduling) for the
- landscape and each senior staff member.
- an annual budget.
- monthly work plans.

Organising

- Roles and responsibilities of all staff are in writing and
- understood by all.
- Delegations of responsibilities and lines of communication are
- understood and followed by all staff.
- Relationships between all staff in the ORKCA conservation area,with Windhoek staff and service providers and key stakeholders are good.





Leading

- Decisions are made without delay and no upward delegation takes place where policies and procedures are in place.
- Communications are clear and understood by all.
- All vacancies for which authority was granted are filled with appropriately qualified staff along recruitment guidelines within two months.
- Staff training needs are identified during performance appraisals an incorporated into training plans, workplans and budgets and implemented.

Coordinating

- All activities in the approved workplans are implemented. Progress with planned workplans and budgets are measured,
- reviewed, and reported.

Technical work:

Conservation Management

- Infrastructure support, maintained, and renovated according to infrastructure plans.
- Ecological management implemented according to conservation plans.
- Monitoring & Evaluation Plan implemented.
- Vehicles, equipment, and other assets managed and maintained according to assets control systems and service plans.
- Actively participates in landowners' association and maintains good relations with other members.
- Integrated landscape level programmes are supported.



Outreach

- Partner communities and conservancies are satisfied with the level of engagement and liaison received from ORKCA.

Projects

- Projects are managed according to plans received from CEO, progress is monitored and reported according to agreed standards.

Commercial Operations

- Tourism and other revenue earning enterprises are operating according to their business plans and achieves the set operating targets.

Support Services

- Management is satisfied with the financial, administrative, legalsecretarial and human resource services provided.

Fundraising

- Contributions towards fundraising proposals are prepared in line With required formats and levels of detail and submitted in time.

Public relations.

- Relationships with all key stakeholders are good (MEFT, landowners, traditional authorities, conservancies, line ministries, donors, partner organisations).

Reporting

- Donor reports comply with donor- and management requirements and are submitted in time.





Unit's performance management – people, IT and systems

- Regular (preferably monthly) one-on-one meetings with own staff and participation in management team meetings and participation in joint annual planning workshop.
- Personnel within the department have their performance appraisal done at least once a year and agreement is reached on individual development targets and capacity building plans.
- Targets and capacity building plans from prior year have been achieved.
- All system and process control measures as reflected in system manuals are in place and have not been breached.

Administrative oversight

- Human resource policies and procedures are followed.
- Offices are managed effectively and efficiently.
- All infrastructure is well managed and maintained.
- All supplies are used effectively and efficiently.
- Assets are well maintained and accounted for as per policies and procedures.

Financial oversight

- Efficient management of financial resources is measured and evaluate monthly and performance is corrected.
- Financial deviations beyond 5% are reported within 30 days of month-end, with clear explanation and where necessary; remediation action planned.

Kindly send your CV and supporting documents to:

recruitment@spiral-limited.com

Applications close on Friday 20th November 2026

Only shortlisted candidates will be contacted