TERMS OF REFERENCE
TRAINEE: DIGITAL COMMUNICATIONS SUPPORT

BACKGROUND

As NNF's portfolio of programmes and projects continues to grow, there is an increasing need for consistent, timely and high-quality digital content. The Communications function is responsible for communicating NNF's work, achievements, knowledge and impact to diverse audiences, including partners, donors, government stakeholders, conservation practitioners, communities, media and the general public.

To strengthen the organisation's digital communications capacity, NNF seeks to engage a part-time Digital Communications Support individual to support the creation and management of digital content across NNF's digital communication platforms and content management systems.

The successful individual will work closely with and report directly to the Communications Officer, who will provide overall direction, prioritisation and editorial oversight.

RESPONSIBILITIES

The support will cover, but will not necessarily be limited to:

- Plan and execute a monthly social media content calendar aligned with comms strategy.
- Provide support for the maintenance and updating of NNF's website.
- Support the development of engaging digital content that communicates NNF's work to non-technical and technical audiences.
- Provide basic photography support for selected NNF activities, and events.
- Provide videography and basic-to-intermediate video production support for NNF's communications needs.
- Support NNF's media monitoring and media relations tracking processes.
- Support the knowledge management system and archive management of NNF's photography, videography and other visual assets.
- Provide basic graphic design support.

EXPERTISE & SKILLS REQUIRED

- Diploma in Digital Marketing, Graphic Design, or related field, plus less than one year of relevant experience.
- One-Two years relevant work experience
- Ability to work with technical information and translate it into accessible content.
- Experience with website content management systems.
- The individual should have demonstrated proficiency in relevant tools and platforms:
  Adobe Premier Pro
  Adobe Photoshop
  Canva and/or CapCut
  Meta Business Suite

Media monitoring and tracking tools

- Excellent command of English as well as writing and reporting skills. Additional knowledge of local Namibian languages is an added advantage.
- Experience with media monitoring and maintaining media trackers.
- Namibian Citizen

Competencies & Personal Attributes

- High integrity, accountability, and respect for asset management
- Strong time management and reliability
- Ability to work under pressure and in remote field environments
- Safety-focused mindset and sound judgement

APPLICATION PROCESS

Interested individuals should submit the following documents:

- A cover letter detailing their interest in the position.
- A comprehensive CV with relevant experience, and contact details of three professional references.
- Certified copies of qualifications

DEADLINE FOR APPLICATIONS:
Wednesday, 21 October 2026, at 17h00 – Local Time, Windhoek, Namibia

Please forward your CV and certified qualifications by email to cv@nnf.org.na. Kindly state "Digital Comms Support" in the email subject line.

For inquiries regarding this request, please contact Disney Andreas at dandreas@nnf.org.na.

Previously disadvantaged Namibians, women, disabled persons, and youth are encouraged to apply for this position. Only short-listed applicants will be contacted and invited for interview and no documents will be returned.