N/a'an ku sê Wildlife Experience (Pty) Ltd

PO Box 99292, Windhoek - 10005
No. 2 Chapman Street, Klein Windhoek, Namibia

Tel: + 264 (0) 61 22 88 69
Email: info@naankuse.com
Website: www.naankuse.com
Company Registration: 2008/059

Vacancy at N/a'an Ku Sê Wildlife Experience – TimBila Nature Reserve

An exciting and challenging opportunity is available for a **Volunteer Coordinator** to join our team.

Location: Situated in the TimBila Nature Reserve, approximately 60 km from Omaruru, Namibia.

Closing date: 25 November 2026

POSITION OVERVIEW

The Volunteer Coordinator is responsible for the day-to-day management of the volunteer programme at TimBila Nature Reserve, from welcoming new arrivals to planning and supervising daily conservation, research and maintenance activities. The role combines volunteer care, activity coordination and administrative support to ensure that every volunteer has a safe, meaningful and well-organised experience while contributing to the reserve's conservation goals. We are looking for an organised, energetic and people-focused coordinator who can inspire volunteers and bring TimBila's conservation and rewilding story to life.

KEY RESPONSIBILITIES

- Coordinate volunteer arrivals, departures, transfers and inductions, including safety briefings and orientation to reserve rules
- Plan, schedule and supervise daily volunteer activities, including conservation projects, wildlife monitoring, research support and reserve maintenance
- Act as the primary point of contact for volunteers, ensuring their wellbeing, comfort and satisfaction throughout their stay
- Enforce health, safety and conduct policies and respond appropriately to incidents and emergencies
- Liaise with reserve management, research, guiding and hospitality teams to align volunteer work with operational and conservation priorities
- Maintain accurate volunteer records, activity reports and project data
- Monitor volunteer accommodation, equipment and supplies, and report maintenance needs
- Gather volunteer feedback and contribute to the continuous improvement of the volunteer programme

QUALIFICATIONS AND REQUIREMENTS

- Grade 12 certificate; a diploma or degree in conservation, environmental science, tourism or a related field will be advantageous
- Code B Driver's Licence with a valid Professional Driving Permit (PDP)
- A valid First Aid certificate (or willingness to obtain one)
- A minimum of 2 years' experience in volunteer coordination, guiding, hospitality or a similar people-focused role
- Experience in conservation or wildlife-related projects will be advantageous
- Previous experience within the eco-tourism or volunteer travel industry is preferred
- Willingness to live on site in a remote location and work flexible hours, including weekends and public holidays
- Namibian citizens and permanent residents are strongly encouraged to apply

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SKILLS AND COMPETENCIES

Technical Skills

- Sound knowledge of Namibian fauna, flora, ecosystems and conservation practices
- Strong planning, scheduling and organisational skills
- Computer literacy, including MS Office (Word, Excel and Outlook)
- Confident vehicle handling in rough bush terrain

Soft Skills

- Excellent interpersonal and communication skills, with the ability to engage people from diverse cultures and backgrounds
- Strong leadership skills with the ability to motivate, guide and support volunteer groups
- Calm, flexible and solution-oriented approach under pressure
- High level of discipline, self-motivation and professionalism

WHAT WE OFFER

- Competitive salary package aligned with qualifications and experience
- Opportunity to represent diverse, purpose driven brands making a real difference
- Access to the N/a'an ku sê Medical Aid Group (employee contribution)
- Dynamic work environment supporting conservation and community development
- Professional growth opportunities across multiple business sectors

APPLICATION PROCESS

Applications must be submitted via our online portal.

Vacancy at N/a'an ku sê Wildlife Experience - Volunteer Coordinator - TimBila – Fill out form

N/a'an ku sê is eco-friendly and paperless: Hand-delivered CVs will not be accepted.
Only short-listed candidates will be contacted.