

Vacancy at N/a'an Ku Sê Wildlife Experience – N/a'an Ku Sê Wildlife Sanctuary

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

Location: Farm Frauenstein No. 277, approximately 42 km east of Windhoek, Namibia.

Closing date: 14 July 2026

POSITION OVERVIEW

The Wildlife Coordinator Manager provides strategic and operational leadership across all wildlife coordination functions at the sanctuary. This role is responsible for managing a team of Wildlife Coordinators and volunteers, ensuring the highest standards of animal care, conservation program delivery, and volunteer engagement. The position serves as a key link between field operations, sanctuary management, and organisational goals.

KEY RESPONSIBILITIES

Team Leadership and Management

- Lead, supervise, and mentor a team of Wildlife Coordinators, ensuring consistent performance, accountability, and professional development.
- Conduct regular one-on-one check-ins, performance reviews, and team meetings to maintain alignment and morale.
- Manage staffing schedules, leave planning, and daily task allocation across the coordination team.
- Identify training needs within the team and coordinate relevant upskilling or development opportunities.
- Serve as the primary escalation point for coordinator-level challenges, conflicts, or operational concerns.

Volunteer Program Oversight

- Oversee the design, implementation, and continuous improvement of volunteer training programs and onboarding frameworks.
- Ensure all volunteers are adequately briefed on safety protocols, conservation objectives, and sanctuary expectations.
- Monitor volunteer satisfaction and engagement, addressing concerns and improving the overall volunteer experience.
- Maintain accurate records of volunteer participation, performance, and program outcomes.
- Maintain the volunteer management platform and ensure data integrity across all volunteer records.

Wildlife and Conservation Management

- Provide operational oversight of animal husbandry tasks, enclosure maintenance, and wildlife monitoring activities.
- Ensure all conservation activities are conducted in accordance with best practice, ethical standards, and relevant regulations.
- Collaborate with the veterinary and animal care teams to support animal health and welfare.

- Contribute to the planning and execution of habitat restoration, wildlife monitoring, and community conservation initiatives.
- Stay current with developments in wildlife conservation and integrate relevant practices into sanctuary operations.

Operational Coordination and Reporting

- Develop and manage operational schedules, ensuring smooth day-to-day functioning of all coordination activities.
- Compile and submit regular reports on volunteer program outcomes, wildlife activities, and team performance for management and external stakeholders.
- Manage event logistics including transportation, equipment procurement, and resource planning.
- Coordinate with other departments (Lodge, Guest Experience, HR, and Administration) to ensure integrated sanctuary operations.
- Order and manage stock, resources, and equipment.
- Identify operational inefficiencies and proactively recommend and implement improvements.
- Ensure all activities adhere to sanctuary safety standards, operational policies, and regulatory requirements.

QUALIFICATIONS AND REQUIREMENTS

- Minimum of 3–5 years' experience in wildlife management, conservation management, eco-tourism, or a related field, with at least 1–2 years in a supervisory or team leadership capacity.
- FGASA certification (Level 1 or higher) is required; additional guiding or conservation qualifications will be advantageous.
- A bachelor's degree in Wildlife Management, Environmental Science, Natural Resource Management, Conservation Biology, or a related discipline is preferred.
- Valid Code B/C1+ driver's licence is essential; PDP is advantageous.
- Proven experience in volunteer program coordination and management is an advantage.
- Proficiency in Microsoft Office Suite; experience with volunteer management systems is an advantage.
- Must be willing and able to live on-site.
- Flexibility to work after-hours, on weekends, and during public holidays is essential.
- Must be comfortable working in remote, rustic, field-based conditions with regular exposure to wildlife and outdoor environments.

SKILLS AND COMPETENCIES

- Strong leadership and people management skills, with the ability to motivate and develop a diverse team.
- Excellent organisational and project management ability, capable of coordinating multiple priorities simultaneously.
- Strong verbal and written communication skills, with the ability to engage confidently with volunteers, staff, management, and external stakeholders.
- Sound knowledge of local wildlife, conservation issues, and sanctuary best practices.
- High level of resilience, adaptability, and emotional intelligence.
- Proactive, solution-oriented mindset with strong problem-solving capability.

- Demonstrated ability to build positive team culture and manage interpersonal dynamics professionally.
- Passionate about wildlife conservation and aligned with the values and mission of N/a'an Ku Sê.
- Professional, enthusiastic, and approachable, with a confident and outgoing personality.

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 - Wildlife Coordinator Manager – 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.