



TERMS OF REFERENCE FOR THE ECOSYSTEM OFFICER

Job title: Ecosystem Officer

Duty Station: BCC Secretariat, Swakopmund

Commencement date: as soon as possible

Salary notch: NAD 307,452 [Total cost to company]

Duty Station: BCC Secretariat, Swakopmund

1. About the Benguela Current Convention (BCC)

The Benguela Current Convention (BCC) is a multi-sectoral organisation established by the Republics of Angola, Namibia and South Africa (Parties) to spearhead regional collaboration for integrated management, sustainable development and protection of the environment using an ecosystem approach to ocean governance in the Benguela Current Large Marine Ecosystem (BCLME). The BCC is the first inter-governmental Convention in the world to be based on the Large Marine Ecosystem (LME) concept of ocean governance – a move towards managing transboundary resources at the larger ecosystem level (rather than at the national level) and balancing human needs with conservation imperatives.

The Secretariat of the Benguela Current Convention is located in Swakopmund, Namibia. The functions of the Secretariat, as defined in Article Thirteen of the Convention, are to:

- (a) provide services to the Ministerial Conference, the Commission and its subsidiary bodies to facilitate the execution of their functions.
- (b) establish rules and procedures of operation, functioning and appointment of its staff to be approved by the Commission.
- (c) propose the creation or termination of such positions as deemed necessary to perform its functions, with the approval of the Commission.
- (d) source resources, additional to the contributions made by the Parties, to carry out and implement the programmes of the Commission.
- (e) establish partnerships with other organisations; and
- (f) Perform such other functions as the Commission may determine.

The core values of the BCC are Integrity, Accountability, Transparency, Equity and Environmental sustainability.

2. Roles and responsibilities

The Ecosystem Officer will provide requisite technical and administrative support in the implementation and coordination of the BCC's region-wide projects and in activities related to ocean governance. The Ecosystem Officer shall report directly to the Manager: Ecosystem Advisory Services.

3. Specific duties:

He or she will have the following responsibilities and functions:

3.1. Technical Roles.

- Provide technical support to the BCC projects coordinating research, monitoring and assessment activities.
- Contribute to the development of conservation measures
- Ensure standardisation of methods for the BCC Working Group Projects
- Assist in the development of annual works plans for the BCC Science programme.
- Assist with the production of reports and information materials
- Assist with producing and disseminating information briefs in alignment with BCC requirements

3.2. Administration Roles.

- Assist with procurement of equipment for the BCC Working Group Projects
- Provide administrative assistance in the implementation and coordination of the ocean governance projects and activities.
- Assist in the preparation of meetings of the Ecosystem Advisory Committee and Working Groups.
- Assist in organising seminars, conferences, workshops and obtaining quotes for venues, procurement of services and payment of Daily Subsistence Allowance (DSAs) for the participants.
- Generate and maintain mailing list of persons and institutions engaged in work related to ocean governance.
- Obtain quotations from suppliers of goods and services for the ocean governance programme.
- Assist with keeping records of all proceedings, resolutions, proposals, decisions and recommendations from meetings
- Support and manage ocean governance filing system.
- Distribute ocean governance reports and minutes of the EAC and Working Groups.
- Assist with the coordinating of youth projects
- Perform any other tasks that may be assigned by the Manager: Ecosystem Advisory Services

4. Qualifications, Skills and Competencies

Minimum requirements:

- Bachelor's degree in environmental sciences/marine science/natural resources management or any relevant field.
- Knowledge and skills on project management.
- Relevant experience and interest in the marine Blue Economy sectors.
- Strong organisational skills.
- Excellent verbal and written communication skills.
- Able to work with diverse groups of people.

- Ability to work under stressful circumstances
- Advanced computer skills and knowledge and demonstrated use of various software applications and internet skills.
- Reliable, initiative with a methodical approach and detail-oriented.
- Ability to work under general guidance or independently.

The following Additional Requirements shall serve as an advantage:

- A higher qualification in the field of Environmental/Natural sciences with experience
- Complete proficiency in English; working knowledge of Portuguese

A valid driver's licence.

5. Application Process

The vacancy is open to all Namibians and anyone from the BCC Parties (Angola, Namibia and South Africa) with permanent residency in Namibia. A complete application consisting of a cover letter, comprehensive curriculum vitae, certified copies of educational qualifications and certified Identification Documents should be submitted to:

The BCC Executive Secretary, Ecosystem Officer, 1 Strand Street, Swakopmund.
Alternatively, by post to: Private Bag 5031, Swakopmund, Namibia or preferable by email to: eo@benguelacc.org

Applications not adhering to these rules will not be considered. All foreign qualifications must be evaluated by the Namibia Qualification Authority (NQA).

Closing date: 31 July 2025 – 16h00 (Namibian time)

Note: Only shortlisted candidates will be contacted for the interviews.