



VACANCY

Scouts of Namibia is a non-profit, non-governmental organisation open to all. It aims at developing young people to become active, ethical citizens in their communities and leaders of positive change guided by shared values. Scouts of Namibia has approximately 5,500 members throughout the country.

Position: National Executive Officer
Reporting to: Chief Scout
Duty Station: Windhoek

Responsibilities and accountabilities

- Effectively run the day-to-day operations of Scouts of Namibia in accordance with organisational policies, rules, structures and values.
- Coordinate Scouting activities in accordance with the principles and values of Scouting.
- Organise National Executive Committee (Exco) meetings, the Annual General Meeting (AGM) and subcommittee meetings.
- Ensure accurate keeping of all financial/administrative records for Scouts of Namibia.
- Asset management, including property rentals and the contract administration thereof.
- Financial management, including budget control and preparations for external financial audits.
- Proactive delivery of revenue-optimization strategy.
- Effective implementation of Exco and AGM decisions.
- Effective implementation of national development plans, stakeholder engagement strategies and community projects.
- Staff supervision to ensure effective delivery of services.
- Organisational adherence to international governance practices.
- Positive interaction with volunteer Scout leaders, Scout executives and young people.

Requirements

- Minimum national diploma qualification in public administration, business management or youth development.
- Four-year degree in business management, project management, public administration or community development will be an added advantage.

- Minimum of three years' experience in managing a Non-Governmental Organisation (NGO) with strong supervisory skills.
- Ability to coordinate and manage national Scouting activities.
- Ability to work with a multi-cultural membership in line with core values.
- Project development and management skills.
- Computer literacy and social media savvy.
- Capacity to organise/plan/execute.
- Advanced writing, minute-taking and networking skills.
- A valid Code B Driver's licence.
- Scouting experience will be an added advantage.

Applications should include recently certified documents of not older than six months. A recent certificate of conduct (not older than six months) will be required from shortlisted candidates.

Applications should be submitted as one single PDF document.

Application Instructions:

If you meet the requirements for this role and are ready to contribute to the success of our company, please apply through our recruitment portal at www.jobopportunities.net.

Deadline: 31 March 2025

Please note that we will only be responding to shortlisted candidates. Should you not be contacted after two weeks of the advert closing, kindly consider your application unsuccessful.