



Veterinarian & Project Coordinator

Job Description

The Society for the Prevention of Cruelty to Animals (SPCA) Namibia is hiring a Veterinarian & Project Coordinator.

TITLE: Veterinarian & Project Coordinator

SUMMARY: Responsible for the Working Animal Welfare Project by carrying out veterinary care to working animals, community outreach to their caregivers, and humane education to youth. The SPCA is looking for a self-sufficient, self-motivated, ambitious, responsible, organized, and confident individual to carry out a newly developed program focusing on working animal welfare, namely donkeys and horses, and the humane education related to all animals. The individual must be able to work long hours, early mornings, evenings, and weekends, have a passion for animal welfare, and be comfortable and confident working with donkeys, horses, and cattle. Entry-level veterinarians are welcome to apply as further training can be provided.

SUPERVISORY RESPONSIBILITIES: Community Champions

REPORTS TO: National Director

ESSENTIAL DUTIES AND RESPONSIBILITIES, including the following but are not limited to:

Veterinary Duties

- Support the society's strategic initiatives and support our mission and core values.
- Assure the highest quality medical care of animals in accordance with SPCA policies and procedures.
- Responsible for medical examinations, medical care and monitoring of the health and welfare of animals under the program vision and activities, and through our community programs.
- Perform physical examinations and diagnostics to determine and evaluate health conditions of animals at the time of site-visits.
- Provide routine medical care for a variety of sick and injured animals.
- Collaborate with management to coordinate medical care of animals.
- Provide direct, written or telephone veterinary care instructions to appropriate staff members, guests, and volunteers caring for SPCA animals.



- Perform necropsy exams as well as provide comprehensive documentation, recommendations or interpretations regarding findings when requested.
- Prepare documentation and provide expertise to Humane Law Enforcement on-site, in field, and in court.
- Ensure accuracy and timeliness of medical charts and records for animals including protective custody animals, complete with medical summary, necropsy reports and any treatment data.
- Record site-visit collection reports, perform assessments, etc.
- Participate in SPCA education programs by mentoring externs and interns.
- Consult and advise Community Champions, animal owners, and volunteers regarding proper care, medical treatment, medical policies and procedures.
- Work at SPCA branches if requested, on-site or in the community, inside or outside of normal business hours, as directed by management.
- Maintain working relationships with veterinarians and veterinary clinics in the community.
- Communicate with veterinarians in the community regarding the medical care and on-going treatment of animals that are, or have been, under the care of SPCA's programs.
- Secondary priorities:
 - Spay and neuter surgeries mainly of cats and dogs and additional soft tissue and orthopedic surgeries as discussed on a case-by-case basis with management.
 - Ensure accuracy and timeliness of medical charts and records for animals including protective custody animals, complete with medical summary, necropsy reports and any treatment data.
 - Participate in disease prevention programs at the SPCAs, or in other regions when requested by management.
 - Participate in shelter rounds and provide communication with management, informing them of pertinent issues or challenges with the veterinary care and treatment of animals.
 - Monitor animals including those that may be isolated or quarantined for signs of illness or unusual behavior.
 - Evaluate and make recommendations for, and perform humane euthanasia of suffering or unhealthy animals according to SPCA policies and protocols.

Community Outreach

- Identify, engage, and educate Community Champions.
- Identify, engage, and educate owners and caregivers in the humane treatment and care of working animals.
- Conduct workshops and skills-training in the care and humane treatment of working animals in an engaging and interactive way.
- Develop educational material including skills-training, basic care, and other as fit to ensure good treatment of working animals.
- Ability to work with people of various backgrounds, cultures, and languages.



Humane Education

- Must be able to deliver humane education outreach to children in and out of school environments in an engaging and interactive way.
- Develop educational material including curriculums and activities (in cooperation with teachers and management).
- Initiate, engage, and coordinate humane education initiatives with schools, including teachers and principals.
- Complete and collect reports and surveys related to humane education.

Project Coordination

- Continue to develop and grow the Working Animal Welfare Project.
- Liaise with management, sponsors, donors, and grantors as required for the maintenance and growth of the project.
- Develop project educational material.
- Look for ways to collaborate with others for the success and growth of the project.
- Approach and liaise with sponsors for materials and items needed for the maintenance and growth of the program.
- Conduct assessments, complete reports and surveys regularly and as required.

QUALIFICATIONS - EDUCATION, SKILL, EXPERIENCE:

- **Required**
 - Veterinary degree from an accredited university.
 - Registered with the Namibian Veterinary Council.
 - Must be comfortable working with large animals such as donkeys, horses, and cattle.
 - Must have ability to establish and maintain cooperative and effective relations with those contacted during the course of work; prepare written reports, work plans, letters and other documents; establish effective working relationships with management, employees, Community Champions, clients, and the public.
 - Excellent oral and written communications skills are required.
 - Must be able to work with and without assistance, in a team, and independently.
 - Knowledge of principles and practice of current veterinary medicine, animal diseases and their prevention, control and eradication, and techniques relating to the treatment of injured animals.
 - Required licenses, certifications and registrations must be maintained throughout employment.
 - Valid Namibian Driver's License and good driving record required.
 - Must have their own vehicle for monthly field trips.
 - Comfortable around children and large groups of people.



- Ability to spend at least one week/month in the field.
- Must be able to work under pressure, sometimes around angry, upset, or emotional people and must be able to tactfully handle such situations.
- Must be fluent in English (orally and written) and in Afrikaans (orally and written).
- **Preferred**
 - 1 year working independently as a veterinarian in animal welfare or veterinarian in a clinic, preferably with good working knowledge of equines and with cats and dogs.
 - However, entry-level veterinarians are very welcome to apply and all eligible applicants will be reviewed to ensure the best fit for the project.
 - The ability to provide quality animal medical and surgical services and care for a variety of well, sick and injured animals, including spays and neuters, or the willingness to perfect skills through further training.
 - Humane Education Certification or willingness to study to become certified.
 - Experience with herd health and/or large populations of animals and/or wildlife is very helpful but not essential.

WORK REQUIREMENTS & TERMS:

- This is a Fixed Term Contract Employment renewable on an annual basis pending project support.
- Part-time position (50% of which a minimum of one week/month will be full-time) with potential opportunities to build it into a full-time position.
- Workweek is Monday through Friday and will regularly include early mornings, evenings, weekends, holidays, and special events as required. Workweek may need to shift to best serve the project. Applicant understands and accepts this.
- Will require travel countrywide on a monthly basis (25%).
- 25% of work will be from the SPCA headquarters in Windhoek.
- Ability to be on call in the evening, weekends, and holidays.
- Potential locum opportunities at SPCA Windhoek.

SALARY: Salary will be commensurate with experience, within budget limits, and with travel expenses covered.

APPLICATION: To apply, email careers@spcanamibia.org.na with your CV, Cover Letter, and Credentials. Only applications that meet the application requirements will be reviewed. Only selected applications will be contacted. Position open until filled.