

## **MANFRED GAEB (MA, BTEC, Post Graduate in Management, Post Graduate Heritage and Conservation management)**

---

92 Nelson Mandela Avenue, Windhoek Mobile: 0818293473, Email:  
gaebmanfred468@gmail.com

### ***SUMMARY***

---

Manfred is an imaginative Heritage and Cultural Specialist obsessed with training and development of students and enhances career development opportunities through mentorship as a result of inventive management techniques. Furthermore, Manfred is ordered and thorough, with excellent, oral and written communication skills. He conducts Heritage Impact Assessment studies for the National Heritage Council of Namibia for Mining, Tourism Lodges, Guest Farms and other accommodation facilities as well as road infrastructure projects among others to obtain consent letters.

### ***HIGHLIGHTS***

---

-  Heritage Assessment studies
-  Innovation
-  Career Development / Advice
-  Corporate Governance
-  Business Acumen
-  Quality Assurance
-  Financial Management
-  Staff Development
-  Team leadership
-  Strategic Planning among others

### **EDUCATION**

---

#### ***CURRENTLY***

---

- |                  |   |
|------------------|---|
| <b>2022</b>      | <b>Enrolled for Doctor of Philosophy (History, Tourism) by Thesis (UNAM) (Level 10)</b><br>Proposal<br>Assessing Sustainable Archaeotourism potential at precolonial Heritage sites |
| <b>2019-2022</b> | <b>Mater of Science (Tourism) UNAM Level 9 completed</b>  |
| <b>2017</b>      | <b>Completed Post Graduate Diploma in Heritage and Conservation Management (UNAM) (Level 8) Upper Second</b>  |

- 2013 2014** Post Graduate Certificate in Entrepreneurship (level 7)  
WITS UNIVERSITY  
Special award of most innovative Entrepreneur
- 2004** Completed all Modules for Master of Business Administration Degree  
(MBA) Dissertation outstanding (MANCOSA)
- 2002 – 2003** Post Graduate Diploma in Management (level 7)  
MANCOSA
- 2002 2003** Supervisory Development Programme Diploma Technikon Witwatersrand  
Best Student Overall Achievement
- 1994 1996** BTEC National Diploma in Leisure and Tourism  
Hammersmith West London College  
Grade Achieved: Distinction
- 1992** Cape Senior Certificate St Joseph High School Dobra

## **EMPLOYMENT HISTORY**

---













### *DISTANCE TUTORING UNIVERSITY OF NAMIBIA, WINDHOEK, NAMIBIA*

---

**2014 –CURRENTLY**

#### **Online Tutor/facilitator**

##### **The pedagogical/academic facilitation duties**

-  **Initiating, directing and focusing forum discussions on vital aspects of the course content to support learning such as through regular weekly announcements**
-  **Intervening in student learning process in order to promote interest and time on learning tasks**
-  **Providing learning activities and exercises to enhance student attainment of course learning outcomes online quizzes, lesson activities, course analytics**
-  **Identifying students with learning challenges for possible instructional intervention**
-  **Draw up students assignments, test and examinations and Marking Guide**
-  **Set up business processes**
-  **Maximise Profit**
-  **Maximise efficiency and administrative processes**
-  **Employment of staff and mentorship**
-  **Business plan writing and drive sales and maximise profits**
-  **Draw up business policies and strategies**
-  **Tender execution and administration**

## ***MINISTRY OF EDUCATION, ARTS AND CULTURE (CURRENTLY)***

---

### **Deputy Director: Arts and Creative industry development**

- Strategic Planning Arts, Culture and Creative Industries
- Development of Policies and implementation
- Promotion of Arts, Culture and Creative sector initiatives
- Education and training of Arts Creative industries
- Planning, Organising and implementing Arts and creative sector industry initiatives
- Maintain Arts and Creative sector infrastructure
- Fund raising for the Arts sector
- 

## ***NATIONAL HERITAGE COUNCIL, WINDHOEK, NAMIBIA***

---

### **Regional Heritage and Site Manager**

- Nomination and declaration of National Heritage sites and objects of Heritage significance
- Site Management of Heritage Sites
- Financial Management and Business Development
- Conducting Heritage Impact Assessment
- Review of NHC Act and Regulations
- Managing of Heritage Register
- Shipwreck identification, management, conservation and preservation

## ***NAMIBIA TOURISM BOARD, WINDHOEK, NAMIBIA***

---

### **Strategic Executive: Industry Services**

- Researched, evaluate and identify critical training areas with MCA Namibia, NTA, NQA, Polytechnic and the University of Namibia.
- Co-developed Human Resources Development Strategy for Tourism Industry in Namibia in conjunction with the Commonwealth Secretariat and the University of Leeds in the United Kingdom.
- Kept projects on schedule by managing deadlines and adjusting workflow as needed.

- Gathered and disseminated project materials at key points.
- Tracked all hours and budget expenses.
- Solicited funding from Common world Secretariat to fund Customer care project.
- Maintained project schedules by managing timelines and making proactive adjustments.
- Collaborated with project owners and team members to set challenging but realistic goals.
- Managed up to 10 projects per year.
- Coordinated presentations for customers detailing project scope, progress and results.
- Ensured network, system and data availability and integrity through preventative maintenance and upgrades.
- Developed data architecture design to enable analysts to perform targeted customer analysis. ( New Information System Development)
- Provided documentation on start-up, shut down and first level troubleshooting of processes to help desk staff.
- Implemented company policies, technical procedures and standards for preserving the integrity and security of data, reports and access.
- Developed work-flow charts and diagrams to ensure production team compliance with client deadlines

### *CITY OF WINDHOEK, WINDHOEK, NAMIBIA*

---

#### **HEAD TOURISM SECTION**

**1999- 2009**

#### **1999 -2005 SECTION HEAD TOURISM**

- Managed North South Local Authority Project through Finnish Sponsorship
- Development, invention and delivery of projects from proposal right up to delivery.
- Delivering events on time, within budget, that meet (and hopefully exceed) expectations including but not limited to Aellgams Arts and Cultural Festival, New year's eve celebrations for City of Windhoek.
- Lay down, communicating and maintaining timelines and priorities on every project.
- Collaborating, maintaining and developing client relationships, in particular Sponsors such as Namibia Breweries, Old Mutual, and NBC among others.
- Being responsible for all project budgets from start to finish.
- Ensuring excellent customer service and quality delivery
- Managed many varied technical projects e.g. Zoo Park Construction Project
- Gathered and disseminated project materials at key points.
- Coordinated presentations for customers detailing project scope, progress and results.
- Maintained project schedules by managing timelines and making proactive adjustments.
- Collaborated with project owners and team members to set challenging but realistic goals.







- Managed up to 5 projects per year.
- Tracked all hours and budget expenses.
- Kept projects on schedule by managing deadlines and adjusting workflow as needed.

***COCA COLA COMPANY HARARE, ZIMBABWE, PRETORIA, SA,  
WINDHOEK, NAMIBIA***

---

**PROMOTIONS MANAGER (SALES)**

**1997- 1999**

-  **Recruitment and selection of staff members**
-  **Define employee functions and keep individuals to tasks**
-  **Increase volume of sales over specific channels**
-  **Mentored junior staff members**
-  **Training and development of staff members**
-  **Remuneration of staff members**

**CONSULTANCY (SINCE 1996)**

---

<b>1997</b>	<b>Back to School Spotters Promotion</b>
<b>2000</b>	<b>City of Windhoek Tourism Strategy</b>
<b>2001</b>	<b>Katutura Heritage Route Strategy</b>
<b>2011</b>	<b>Southern African Tourism Grading Strategy</b>
<b>2012</b>	<b>Volunteer Tourism Grading Regulations</b>
<b>2013</b>	<b>Home Stay Tourism Regulations</b>

**CONFERENCE PAPER PRESENTATION (SINCE 2000)**

---

<b>2010</b>	<b>Improving Tourism Destination Competitiveness (Singapore)</b>
<b>2011</b>	<b>Trans frontier Route Development Programme (Cape Town )</b>
<b>2012</b>	<b>Southern African Tourism Grading Governance ( Johannesburg)</b>

**REFERENCES**

---

**Mr India Katjivena**

**Territory Manager Coca Cola SABCO  
Tel: 0811277611**

**Mr Ndangi Katoma  
General Manager Corporate Marketing  
Old Mutual Namibia  
Cell: 0811282738**

**Ms Ndapewa Kankondi  
Strategic Executive: Finance HR, and Administration  
Namibia Tourism Board  
Tel: 0811280382**

**Ms Charlene Kaereho  
Lecturer: Student Support  
University of Namibia  
Cell: 0811478899  
Tel: 061 206 3729**

**Ms Mkariko Amagulu  
Director: Arts  
Ministry of Education Arts and Culture  
Cell: 0811436556**

## CURRICULUM VITAE: EUGENE MARAIS

[eugene@gobabeb.org](mailto:eugene@gobabeb.org); Cell: + 264 81 246 3356; Tel.: + 264 64 205555

1. Family name: Marais
2. First names: John Charles Eugene
3. Date of birth: 10 November 1959
4. Nationality: Namibian (ID 591110 0093 7)
5. Civil status: Single
6. Education:

Institution	Ruhr University Bochum, Germany (Prof. Wilhelm Steffan)
Date: from (month/year) to (month/year)	01/1994-10/1997
Degree(s) or Diploma(s) obtained	D.rer.Nat. Ecology

Institution	University of Pretoria, South Africa (Prof. Erik Holm)
Date: from (month/year) to (month/year)	01/1984-12/1984
Degree(s) or Diploma(s) obtained	B.Sc. Honours, Entomology

Institution	University of Pretoria, South Africa
Date: from (month/year) to (month/year)	01/1981-11/1983
Degree(s) or Diploma(s) obtained	B.Sc. Geology, Mathematics, Entomology

7. Language skills, mark 1 (worst) to 5 (best) for competence:

Language	Reading	Speaking	Writing
English	5	5	5
Afrikaans	5	5	5
German	4	3	2

8. Membership of professional bodies:

Researcher ID: [orcid: 0000-0001-7155-9942](https://orcid.org/0000-0001-7155-9942)

9. Other skills / Scientific Expertise

- Evolutionary Biology
- Namib Desert Biodiversity and ecosystem functioning

- Entomology
- Palaeoclimate and geomorphology

10. Present position:

Research Manager, Gobabeb – Namib Research Institute

11. Years within the firm:

5 years

12. Key qualifications:

Resource person for World Heritage Tentative List training for Africans (12 countries) at Uis, Namibia (2005)

Resource person in drafting of Twyfelfontein World Heritage nomination dossier: natural elements and management plan (2005-2006)

Resource person for World Heritage nomination dossier preparation training for Anglophone countries, Lesotho (2009)

Coordinator and trainer for World Heritage nomination dossier preparation for Anglophone countries (8 countries), Namibia (2010-2011)

Co-drafted the nomination dossier for the inscription of the Namib Sand Sea World Heritage Site (2012-2013); drafted the management plan component

Presented training for MEFT staff on World Heritage principles and management at Gobabeb (2014, 2017, 2018)

Member of National and Technical World Heritage Committees (2005-2017)

Represented Namibia in World Heritage fora (2005-2015) and familiar with requirements for technical reporting

More than 40 years' experience conducting science in the Namib, across a range of disciplines.

Worked closely with biodiversity and conservation stakeholders as a GRN employee (National Museum of Namibia); more recently (Gobabeb) with the Topnaar farming communities along the Kuiseb; MEFT staff based in the Namib-Naukluft National Park and MAWLR staff based at Utuseb and Walvis Bay, in particular; students and faculty at UNAM and NUST.

PI/co-PI for several donor-funded projects, currently the Fund for Local Cooperation (Finnish Embassy) and the Ambassador's Fund for Cultural Preservation (US Embassy).

Broad, relevant and active network of science collaborators

Well-known and respected in science and conservation fields, both within Namibia and internationally.



13. Specific country experience:

Country	Date: from (month/year) to (month/year)
Namibia	01/1986 - current

14. Professional experience record (projects):

Date: from - to (month/year)	01/1986-12/2004
Location	Windhoek, Namibia
Company	National Museum of Namibia, Ministry of Education Arts and Culture (MEAC), Government of the Republic of Namibia (GRN)
Position	Curator of Entomology
Description	Curated national insect collection; undertook entomological research, including fieldwork throughout Namibia

Date: from - to (month/year)	01/2005-07/2017
Location	Windhoek, Namibia
Company	National Museum of Namibia, GRN
Position	Chief Curator
Description	Responsible for curation of all natural history collections; conducted research across broad range of disciplines, from data gathering in the field to publication of results in peer-reviewed journals

Date: from - to (month/year)	08/2017-present
Location	Gobabeb, Namib-Naukluft Park
Company	Gobabeb – Namib Research Institute
Position	Research Manager
Description	Responsible for (i) grant/proposal writing and income generation; (ii) overall research management /on-site coordination, including monitoring and evaluation; (iii) overseeing data management of key projects; (iv) stakeholder engagement, including consultative meetings,

	networking and visioning; (v) overseeing on-site management for selected research projects; (vi) publishing in peer reviewed journals; and (vii) mentoring junior research staff and supervising research conducted in fulfilment of qualifying training opportunities.
--	---

15. Others (e.g. publications):

**Publications (recent and selected)**

Sherman C, **Marais E**, Maggs-Kölling G, Adams J, Steinberger Y. (2019). Abiotic and plant gender effects on the structure and function of soil microbial communities associated with *Acanthosicyos horridus* (Nara) in the Namibian sand-dune desert ecosystem. *Journal of Arid Environments* <https://doi.org/10.1016/j.jaridenv.2019.01.009>

Railsback LB, Hardt B, **Marais E**, Liang F, Brook G, Cheng H, Sletten H, Voarintsoa NR, Edwards RL. (2018). The timing, two-pulsed nature, and variable climatic expression of the 4.2 ka event: a review and new high-resolution stalagmite data from Namibia. *Quaternary Science Reviews*; [doi: 10.1016/j.quascirev.2018.02.015](https://doi.org/10.1016/j.quascirev.2018.02.015)

Lamb T, **Marais E**, Bond J. (2017). A second locality for the Namib darkling beetle *Onymacris brainei* (Tenebrionidae, Coleoptera) and first report on its molecular phylogenetic placement. *ZooKeys* 687:63-72 <https://doi.org/10.3897/zookeys.687.13660>

Ravi S, Wang L, Kaseke KF, Buynevich IV, **Marais E**. (2017). Ecohydrological interactions within “fairy circles” in the Namib Desert: Revisiting the self-organization hypothesis. *Journal of Geophysical Research* 122 (2): 405–414.

Scott L, Gil-Romera G, **Marais E**, Brook GA. (2017). Pollen in fossil hyrax dung from Marine Isotope Stages 2 and 3 reveals past environments in Namibia. *Quaternary International* [doi:10.1016/j.quaint.2017.06.054](https://doi.org/10.1016/j.quaint.2017.06.054)

Brook, G.A., Cherkinsky, A., **Marais, E.**, Todd, N. 2014. Rare elephant molar (*Loxodonta africana zulu*) from the Windhoek Spring Deposit, Namibia. *Transactions of the Royal Society of South Africa* 69, 145-150.

- Sletten, H.R., Railsback, L.B., Liang, F., Brook, G.A., **Marais, E.**, Hardt, B., Cheng, H., Edwards, R.L., 2013. A petrographic and geochemical record of climate change over the last 4600 years from a northern Namibia stalagmite, with evidence of abruptly wetter climate at the beginning of southern Africa's Iron Age. *Palaeogeography, Palaeoclimatology, Palaeoecology* 376, 149-162.
- Brook, G.A., Cherkinsky, A., Railsback, L.B., **Marais, E.**, Hipondoka, M.H.T. (2013). Radiocarbon dating of organic residue and carbonate in stromatolites from Etosha Pan, Namibia: the radiocarbon reservoir effect, correction of published carbonate ages, and evidence of a >8 m deep lake during the Late Pleistocene. *Radiocarbon* 55, 1156-1163.
- Pleurdeau, D., Imalwa, E., Déroit, F., Lesur, J., Veldman, A., Bahain, J.-J., **Marais, E.** 2012. "Of Sheep and Men": Earliest Direct Evidence of Caprine Domestication in Southern Africa at Leopard Cave (Erongo, Namibia). *PLOS One*, July 11, 2012, DOI: 10.1371
- Chase, B.M., Meadows, M.E., Scott, L., Thomas, D.S.G., **Marais, E.**, Sealy, J., Reimer, P.J. 2009. A record of rapid Holocene climate change preserved in hyrax middens from southwestern Africa. *Geology* 37: 703-706
- Suhling, F., Martens, A., **Marais, E.** 2009. How to enter a desert—patterns of Odonata colonisation of arid Namibia. *International Journal of Odonatology* 12: 287-308
- Brook, G.A., **Marais, E.**, Srivastava, P., Jordan, T. 2007. Timing of lake-level changes in Etosha Pan, Namibia, since the middle Holocene from OSL ages of relict shorelines in the Okondeka region. *Quaternary International* 175: 29–40.
- Gil-Romera, G., Scott, L., **Marais, E.**, Brook, G.A. 2007. Late Holocene environmental change in the northwestern Namib Desert margin: New fossil pollen evidence from hyrax middens. *Palaeogeography, Palaeoclimatology, Palaeoecology* 249: 1–17
- Carrión, J.S., Scott, L., **Marais, E.** 2006. Environmental implications of pollen spectra in bat droppings from south-eastern Spain and potential for palaeoenvironmental reconstructions. *Review of Palaeobotany and Palynology* 140: 175-186

Suhling, F., Sahlen, G., Martens, A., **Marais, E.**, Schütte, C. 2006. Dragonfly assemblages in arid tropical environments: a case study from western Namibia. *Biodiversity and Conservation* 15:311–332.