



**Namibia Nature Foundation
Vacancy announcement**



Project assistant

The Namibia Nature Foundation is looking to appoint a project assistant for the EU-funded projects with immediate effect. The post will be for one year, funding for the extension is subject to approval by the donor. Currently, NNF is running two EU-projects which are

- Community Conservation Fisheries in KAZA in the Zambezi Region
- Farmers’ Clubs with climate-smart agriculture for improved resilience and livelihoods of small-scale farmers in Kavango

Other EU – projects may arise during the time of the employment and will form part of the area of duty of the project assistant.

Key duties and responsibilities

Responsibilities/ results	Tasks/ Activities
Admin support	<ul style="list-style-type: none"> • Assist the technical staff members with project administration, especially facilitate the smooth implementation of standard procedures (timesheets, logsheets, advances and reconciliations); liaise with the finance department and HR as interface • Check completeness of documents submitted by the regional staff members prior to further processing
Support the coordination of the activities in all projects	<ul style="list-style-type: none"> • Assist project staff members with developing annual work and budget plans • Assist with developing and maintaining a Monitoring and Evaluation system of the projects • Assist with the production of quarterly and annual reports review reports as need arise; • Procure equipment as identified by project staff members and in liaison with HR and the Finance department
Project consultant contracts	<ul style="list-style-type: none"> • Assist in drafting Terms of Reference for long-term and short-term consultants • Monitor validity of contracts and advise on need for amendments as necessary • Monitor compliance to the contracts and the specifications of all involved parties (consultant, NNF, donor)
Reporting	<ul style="list-style-type: none"> • Submit monthly reports to the Head of Projects with detailed information about progress and challenges • Communicate with donor as need arise
Budget Control	<ul style="list-style-type: none"> • Assist the regional staff members in managing project funds in order to achieve the anticipated execution rate of budget expenses • Assist Head of Project with budget control
Technical assistance	<ul style="list-style-type: none"> • Assist the other project staff members with sourcing technical expertise as need arise • Take over minor technical tasks as appropriate

	<ul style="list-style-type: none"> • Assist with field work
Filing	<ul style="list-style-type: none"> • Develop and maintain a sound digital filing system for all projects • Maintain a hard copy filing system in the head office • Assist regional offices with filing systems
Communication	<ul style="list-style-type: none"> • Liaise with project staff to develop social media posts • In collaboration with Communications staff implement project visibility plans
Other tasks	<ul style="list-style-type: none"> • Undertaking other duties and tasks as delegated by the Head of Project or the Executive Director. • Undertaking any tasks or duties, at own initiative or upon request, that will contribute to the smooth-running and efficiency of the NNF project and the fulfilment of its mission; • Maintaining a productive, supportive relationship with NNF colleagues and project partners. • Address necessary capacity building and training needs. • Report on activities and progress to the technical advisory committee.

A. Desired qualifications and experience:

The person must have:

- a) Minimum Diploma or a Bachelor's degree, preferably a Master's degree in
 - Natural Resource Management, Land management/Land use planning, Environmental Management, fisheries
- b) Minimum 2 years of experience in project administration, management or implementation
- c) high interest in Nature Conservation and people's livelihoods and in working for an NGO
- d) Preferably experience in working with donors (especially with the EU)
- e) excellent command in English as well as writing and reporting skills
- f) Drivers licence (non-negotiable)
The following will be advantageous
- g) Experience in working with donors (especially with the EU)
- h) preferably native speaker of Rugkwangali or Silozi
- i) Enthusiasm for fieldwork
- j) Namibian Citizenship or work permit

B. Submission of Application

Interested candidates should apply to the NNF Office in Windhoek

Namibia Nature Foundation
Irene Brendell
Frans-Indongo Street 76-78
P O Box 245
Windhoek
Irene@nnf.org.na

Candidates should submit their CV with a covering letter that clearly states how their skills and experience meet the requirements of the position. References should be included as well as copies of certificates. Applications must be submitted by 20 July 2017. Only short-listed candidates will be contacted.

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