



Job Title: Administration & Grants Manager
Location: Windhoek, Namibia
Reports to: Director of Operations

A. Key duties and responsibilities:

Responsibilities	Tasks / Activities
Administrative Duties:	<ul style="list-style-type: none"> • Develop, update, and implement administrative policies and procedures to streamline operations. • Manage communication channels, including emails, phone calls, and correspondence. • Supervise administrative staff and provide training as needed. • Providing logistical support to projects and programmes. • Manage contracts, agreements, and vendor relationships. • Attending project and NNF meetings as necessary. • Maintain and update organizational databases and contact lists. • Ensure all documentation required to be kept by donors is available within the Grants department by maintaining high standard information management/filing systems. • Lead the NNF Due Diligence assessments when required by existing or new donors.
Grant Management:	<ul style="list-style-type: none"> • Manage the NNF grant administration. • Liaising with the relevant project accountant (PA) and ensuring that s/he has all financial information needed for the efficient financial management of projects. • Monitoring of project budgets together with PA to ensure compliance with donor regulations. • Providing support to NNF Leadership Team and Regional Project Teams in the implementation of the projects. • Work closely with Contracts & Compliance Manager to ensure compliance with all relevant laws, regulations, and reporting requirements. • Support annual audits and financial reviews. • Consult with the Operations and Programmes departments to ensure that technical and financial reporting deadlines are met.
Project Cycle Coordination	<ul style="list-style-type: none"> • Coordinate the process of new project acquisition. • Set up new project details in the SAGE Intacct system. • Develop and maintain project management trackers. • Co-ordinate the projects close out processes.

<p>Assist with the management of NNF Consultancies & Consultants</p>	<ul style="list-style-type: none"> • Co-ordinate the process of new consultancies acquisition. • Set up and maintain a register of NNF Consultants. • In collaboration with the Contracts & Compliance Manager develop and maintain consultancies management trackers.
<p>Promote the good name and image of the NNF, and foster a supportive and professional working relationship with NNF staff and partners by:</p>	<ul style="list-style-type: none"> • Ensuring and maintaining the highest integrity and standards of project, grant & consultancy implementation. • Ensuring that project, grant and consultancies objectives and obligations are met and rigorously adhered to; • Fostering cooperative relationships with partners and providing professional service. • Adhering strictly to the practices, policies, and principles of the NNF, and promoting and practicing accountability.
<p>Take on any other jobs of any nature that will further the interests and well-being of the NNF by:</p>	<ul style="list-style-type: none"> • Undertaking any duties, at own initiative or upon request, that will contribute to the smooth-running and efficiency of the NNF and the fulfilment of its mission. • Maintaining a productive and supportive relationship with NNF colleagues. • Attending meetings and engaging in team initiatives, ensuring the free exchange of information and strengthening of NNF team spirit.

February, 2024

B. Desired Qualifications and Experience

- Bachelor’s degree is required, preferably in business administration, finance, or a related field.
- Knowledge of non-profit operations, regulations, and compliance.
- Must have at least 5 years of experience, including at least three years substantial and successful grant and project management experience overseeing financial and administrative activities.
- Experience in managing the compliance, administrative and financial functions for programmes or programme portfolios with annual budgets of at least \$4 million is required.

C. Knowledge, skills and abilities

1. A working knowledge of Grant & Project Administration
2. A demonstrable working knowledge of computing, particularly in Word, Outlook, Excel and PDF
3. Good command of written and spoken English
4. A readiness to work away from the NNF Windhoek Office
5. A driving licence.
6. An ability to communicate with a wide range of people.
7. Ability to work independently and collaboratively in a team environment.
8. Strong attention to detail and accuracy
9. Enthusiasm and flexibility
10. A punctual and reliable attitude
11. Demonstrable understanding of and commitment to aims and objectives of NNF

DEADLINE: 06 March 2024 @ 17:00