



## Job Description

<b>Job Title:</b>	Sustainable Agriculture Officer M&E
<b>Job Grading:</b>	<b>D1</b>
<b>Location:</b>	Windhoek, Namibia
<b>Reports to:</b>	Senior Technical Advisor (STA) - Sustainable Agriculture.
<b>Supervises:</b>	Project staff

### A. Overall Objective

The Sustainable Agriculture Officer is responsible for managing and maintaining a knowledge base on sustainable agriculture and supports the Senior Technical Advisor for Sustainable Agriculture in coordinating NNF engagement in and coordination of Sustainable Agriculture Projects and partnerships. He/She reports to the STA Sustainable Agriculture, and is responsible for conducting knowledge management, research, monitoring and evaluation for project activities and of the progress of projects.

### B. Key duties and responsibilities:

Responsibilities	Tasks / Activities
<b>Research, Monitoring and evaluation</b>	<p>Responsible for all operational data, information and knowledge activities related to projects, including conducting research, monitoring, evaluation, and reporting of project performance and results:</p> <ul style="list-style-type: none"> <li>• Coordination and communication with Knowledge and M&amp;E Managers of various projects</li> <li>• Contribution to the establishment of the monitoring systems in projects</li> <li>• Through participatory research provide input on activity design</li> <li>• Monitoring and evaluation of all project activities and progress towards achieving the project goals</li> <li>• Collection, compiling and analyses of quantitative data and qualitative information for the preparation of consolidated progress reports in accordance with the approved reporting formats</li> <li>• Preparation M&amp;E reports including the findings and lessons learned from project innovations;</li> <li>• Provision of appropriate input for various project reports including annual reports, and contribution to the other reports and presentation documents required</li> <li>• Suggest strategies to STA for improving the efficiency and effectiveness of projects by identifying bottlenecks in completing project activities and developing plans to minimise or eliminate such bottlenecks;</li> </ul>
<b>Project Coordination</b>	<p>Under the management of the STA Sustainable Agriculture;</p> <ul style="list-style-type: none"> <li>• Provides assistance towards the better coordination and integration of sustainable agriculture projects and components.</li> </ul>

	<ul style="list-style-type: none"> <li>• Provides centralised support to field staff to facilitate the smooth delivery of their projects.</li> <li>• Assist in ensuring that management systems are adhered to and provides backstopping for the administration of the projects and components.</li> <li>• Assist in ensuring the sound management of all NNF and project assets allocated to Sustainable agriculture projects or components.</li> <li>• Maintains a database of all projects – technical and financial deliverables, and on behalf of the STA Sustainable Agriculture monitors timely outputs and their submission to donors/relevant partners.</li> <li>• Helps ensuring compliance with NNF financial management systems for projects to adequately meet financial management needs and donor regulations and policies.</li> </ul>
<b>Knowledge Management</b>	<p>Is responsible for building up and maintaining knowledge base on sustainable agriculture in Namibia, with a special focus on Organic Agriculture in partnership with NOA.</p> <p>Is responsible for developing and maintaining a database of sustainable agriculture interventions including appropriate reporting metrics.</p>
<b>Technical</b>	<p>Liaises closely with and is mentored by the STA Sustainable Agriculture to develop and enhance technical knowledge.</p>
<b>Communications &amp; Reporting</b>	<p>Helps in the production of consolidated reports for internal consumption and to meet donor reporting requirements.</p> <p>In consultation with STA Sustainable Agriculture meets on a regular basis with partner ministry staff, project partners, NNF colleagues and stakeholders as appropriate.</p> <p>Supports NNF &amp; NOA communications on Sustainable Agriculture through coordinating regular general reporting on related projects.</p> <p>Where appropriate, and as agreed by the STA Sustainable Agriculture, attends external meetings and workshops relevant to the NNF projects.</p> <p>Where appropriate, and as agreed by the Executive Director, represents the NNF at external events.</p>
<b>Partnership Development</b>	<p>Under the supervision of the STA Sustainable Agriculture:</p> <ul style="list-style-type: none"> <li>• Helps drive the NNF/NOA MOU</li> <li>• Supports partnerships with other like-minded organisations</li> </ul>
<b>Planning &amp; Development</b>	<p>Provides input towards NNF workplan, budget, project needs &amp; resourcing, as well as input to strategic planning and growth of NNF.</p>
<b>Human Resource Management</b>	<p>Supports the work of the NNF Sustainable Agriculture Team as well as project consultants in coordination with relevant project staff.</p>

	Fosters a supportive, inclusive and positive working relationship with all NNF staff and consultants.
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### **C. Desired Qualifications and Experience**

This position requires:

- University Degree preferably in Agriculture, Anthropology or related field.
- At least 3 years' professional experience in a comparable position

### **D. Knowledge, skills and abilities**

- Excellent report writing skills and communications skills in English.
- Good working knowledge of ICT (Microsoft Suite) and online communication tools
- Expertise and experiences with the collection and evaluation of quantitative data
- Experience with participatory and qualitative research methods
- Experience in designing tools and strategies for data collection, analysis and production of reports
- Knowledge in GIZ's Results-based Monitoring System (RBM) is an asset
- Ability to work independently as well as in an international team, take initiative and manage activities concurrently
- Ability to interact effectively with different stakeholders
- Capacity and willingness to upskill as required by the tasks to be performed;
- Commitment to deliver professional work of high quality
- Demonstrable understanding of and commitment to the aims and objectives of the NNF.