



Job Description

Job Title:	Sustainable Agriculture Trainee
Job Grading:	B1
Location:	Windhoek, Namibia
Reports to:	Project Management Support Officer

A. Overall Objective

The Sustainable Agriculture Trainee is supporting the coordination and administration of the Knowledge Hub Southern Africa (KHS) Project to support organic agriculture in Namibia, which is implemented by Namibia Nature Foundation (NNF) together with the Namibian Organic Association (NOA).

B. Key duties and responsibilities:

Responsibilities/ results	Tasks/ Activities
Admin support	<ul style="list-style-type: none"> Assist the technical staff members of all agriculture projects 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; general administration for the Namibian Organic Association
Support the coordination of the activities in all projects	<ul style="list-style-type: none"> Assist with developing and maintaining a Monitoring and Evaluation system of the projects; procure equipment as identified by project staff members and in liaison with HR and the Finance department;
Reporting	<ul style="list-style-type: none"> Submit monthly reports to the team leader with detailed information about progress and challenges; Assist other project staff members with the production of quarterly and annual reports; Review reports as needed;
Accounting	<ul style="list-style-type: none"> Assist team leader and the Namibian Organic Association with accounting;
Technical assistance	<ul style="list-style-type: none"> Assist the other project staff members with sourcing technical expertise as need arise Take over technical tasks; Assist with field work as requested; Help organize events as required;
Filing	<ul style="list-style-type: none"> Develop and maintain a sound digital filing system for project related activities; Maintain a hard copy filling system
Communication	<ul style="list-style-type: none"> Liaise with project staff to develop social media posts; Liaise with communications department for publication;
Other tasks	<ul style="list-style-type: none"> Undertaking other duties and tasks as delegated by the team leader; 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;

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| | <ul style="list-style-type: none">• Maintaining a productive, supportive relationship with NNF colleagues and project partners;• Address necessary capacity building and training needs. |
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C. Desired Qualifications and Experience

This position requires:

- Minimum of a Bachelor's degree, preferably a Master's degree in Sustainable Agriculture, Agriculture or other related fields
- Practical experience in agriculture will be an added advantage
- Enthusiasm for sustainable and organic agriculture
- Excellent command in English as well as writing and reporting skills
- Experience in administrative tasks
- Good knowledge of MS office
- Namibian Citizenship or work permit
- A valid driver's license is an added advantage

D. Knowledge, skills and abilities

- Report writing skills and communications skills in English.
- Good working knowledge of ICT (Microsoft Suite) and online communication tools
- Ability to work independently and to take initiative
- 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.