



Namibia Nature Foundation

14 October 2024

Information Pack: Marine and Coastal Procurement Trainee

Thank you for your interest in working with us, you will find below the instructions on how to apply as well as the full job description.

How to Apply

- Please submit your CV and a cover letter of no more than 2 pages by email
- You must include the following text in the subject line of your email

Marine & Coastal Procurement and Administrative Trainee

- Emails should be sent to info@nnf.org.na

Deadline

- The Deadline for applications is **Sunday 27 October 2024**

Further information

Please note, that due to the large volume of applications, only shortlisted candidates will be contacted.

The NNF reserves the right to modify job adverts or to not make an appointment.

This position is only open to Namibian Citizens (preferentially) or those with permission to reside and work in Namibia (e.g. with permanent residence or domicile)

Should you have any queries please contact us at the following address info@nnf.org.na



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NAMIBIA NATURE FOUNDATION JOB DESCRIPTION

Job Title: Procurement and Administrative Trainee

Location: Windhoek, Namibia

Reports to: Admin and Procurement Officer

A. Programme Background

A Projects Procurement and Administrative Trainee vacancy has become available, based in Windhoek, under the Marine and Coastal Conservation Programmatic team housed by the Namibia Nature Foundation (NNF). Our goal is to strengthen Namibia's Islands' Marine Protected Area (NIMPA) management to secure populations of biodiversity and marine ecosystem services. Supplementary, to secure income opportunities for coastal communities, and diversifying livelihood opportunities. We work towards Marine Protected Areas expansion and exploring other effective area-based conservation measures (OECMs) at the national level.

The Procurement and Administrative Trainee will be responsible for providing administrative support to the Marine and Coastal Programmatic team. High-quality standards must be maintained to uphold the NNF's conservation mandates, by carrying out duties that will contribute to the overall protection of our marine resources and supporting coastal communities.

B. Overall Objective

The role of the NNF's Marine and Coastal Conservation Programmatic Area administrative and procurement team is to facilitate the acquisition of goods, services and equipment that are needed for the Marine and Coastal Conservation Programmatic team staff and partners to effectively and efficiently implement projects to the satisfaction of all donors, executives and stakeholders involved. The provision of this support, while adhering to the NNF's procurement principles and meeting donor requirements through best procurement practices, should fundamentally reflect a service-oriented approach.

The duties for this position are housed under the NNF Marine and Coastal Conservation programmatic area that is predominantly funded by Blue Action Fund, Oceans 5, Blue Marine Foundation and The Royal Society for the Protection of Birds. The Procurement and Administrative Trainee will provide support to all projects in the marine portfolio under the supervision of the Admin and Procurement officer and Accountants.



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C. Duties and Responsibilities:

- Support the preparation and processing of purchase orders and requisitions.
- Assist in sourcing suppliers and obtaining quotes for goods and services.
- Assist with the evaluation of supplier proposals and bids.
- Maintain and update supplier databases and contact information.
- Assist in tracking supplier performance and ensuring compliance with contract terms.
- Support the monitoring of inventory levels and help manage stock replenishment.
- Assist in organizing and maintaining inventory records.
- Help in maintaining accurate procurement records and documentation for audit purposes.
- Ensure that procurement activities comply with organizational policies and procedures.
- Assist in tracking the status of orders and ensuring timely delivery of goods and services.
- Provide general administrative support, such as filing, photocopying, and preparing documents.
- Help in maintaining both electronic and physical records, ensuring accurate and organized documentation.
- Support office management tasks, such as ordering supplies, maintaining office equipment and ensuring a well-organized workspace.
- Assist in planning and coordinating events or meetings, including booking venues and managing logistics.
- Assist with arranging travel, accommodations, and other logistics for staff members.
- Help update and manage procurement and administrative databases.
- Assist in creating and maintaining reports and tracking systems.
- Participate in training sessions and workshops to gain a deeper understanding of procurement and administrative functions.
- Work closely with the procurement and administrative teams, providing support as needed and learning from their expertise.

D. Professional Development

- Flexibility to adjust to different tasks and changing priorities
- Ability to work collaboratively within a team environment
- Participates in opportunities for personal growth contributing to an improved NNF



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E. Desired Qualifications and Experience

- Bachelor's Degree in Business Administration, Supply Chain Management or related field
- Prior experience in entry-level roles in procurement or administration is advantageous
- Demonstratable basic understanding of procurement, ERP systems and supply chain
- A valid driver's license

F. Knowledge, skills, and abilities

- A working knowledge of the field of donor funding
- Have a high working knowledge of Microsoft applications
- Highly detail-oriented and organised
- Ability to plan and organise own work to meet a stream of deadlines
- Competencies in computer literacy and ERP Systems
- Good command of written and spoken English
- A readiness to work with people with widely differing belief systems and personal circumstances
- Enthusiast and flexible
- A punctual and reliable attitude

G. Application Process

Interested candidates should submit the following documents:

- A cover letter detailing their interest in the position and relevant experience.
- A comprehensive CV
- Contact details of three professional references.

Note: This job description outlines the general nature and key responsibilities of the role but is not exhaustive. The specific tasks and duties may vary depending on project requirements and the evolving needs of the NNF marine and coastal programmatic area as a whole