



JOB DESCRIPTION

Name: _____ **Job Title:** Project Coordinator – Sustainable Biomass

Supervisor: Mirja Stoldt **Location:** WHK
Senior Coordinator – Technical Services

Duration: 18 months with a possibility of extending (funding permitting)

Key Purpose of the role:

The NNF has been contracted by the Gesellschaft für internationale Zusammenarbeit (GIZ) to establish a dialogue platform to enhance discussions, information exchange and coordination for the bush management and biomass sector in Namibia.

The Project Coordinator will be responsible for supporting the core project team in preparing and following up on Dialogue Platform meetings, maintaining regular communication and information exchange between members of the platform, contributing to learning and information materials, collecting new information and studies for a joint platform, and performing other organisational, technical, and administrative tasks as required. In their role, the Project Coordinator will support both the NNF and the Namibian Chamber of Environment (NCE).

Key Responsibilities:

- Project Management / Administration of Platform
- Database Management
- Information Collection
- Writing of Reports / Information Materials

Key Performance Areas/ Responsibilities: [KPA's]:

- Project Management / Administration of Platform
 - Supports the coordination and administration of the Bush Dialogue Platform within the NNF and the NCE.
 - Organisation of workshops and meetings and develop required materials.
 - Liaises with relevant parties and provide information and assistance to partners and stakeholders.
- Database Management
 - Support knowledge management and exchange of information.
 - Participates in the development of new information and knowledge management tools.
 - Updates databases and websites
- Information Collection & Writing of Reports / Information Materials
 - Collects, reviews and cross-checks literature and reports to support development of knowledge materials and support the delivery of project deliverables.
 - Participates in the development of knowledge materials or products.

Namibia Nature Foundation

Key working relationships: internal/external

Internal: Project Team

- Executive Director
- Director of the NCE
- Senior Coordinator - Technical Services
- Responsible Accountant

External:

- GIZ BCBU Project Staff
- MEFT DoF Staff
- Stakeholders of the Bush Management and Biomass Sector

Resources responsible for:

Financial: Project Support

People: Project Team at NNF and NCE, Senior Coordinator – Technical Services, Executive Director

Person Specification: Essential qualifications, competences, knowledge, skills and abilities.

- Minimum of B.Sc. in environment, agriculture, climate change, natural resources, or a related field
 - Min. 2 years' experience of relevant experience and of working with multi-disciplinary teams.
 - Knowledge of the bush encroachment or climate change challenges in Namibia and its impacts on land, biodiversity and livelihoods.
 - Evidence of good planning, coordination and networking skills
 - Excellent interpersonal skills with the ability to manage sensitive and confidential situations with tact, professionalism, and diplomacy.
 - Strong language skills, with excellent English, other Namibian languages will be an advantage.
 - Excellent interpersonal and general communication skills.
 - Good command of Office suite applications (Word, Excel, Access, PowerPoint).
 - Driver's licence is an advantage
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