

Namibia Nature Foundation



JOB DESCRIPTION

Name:		Job Title:	Grants Officer
Supervisor:	Frances Chase Head of Projects	Location:	WHK
Duration:	24 months with a possibility of extending (funding permitting)		

Key Purpose of the role:

The NNF has over many years managed the Issuance of Grants to 3rd Parties with our Nedbank GoGreen programme being the longest standing. As we start once again to manage more grants and as we build up our capacity in line with our wish to be accredited to the Green Climate Fund we are now looking to appoint a Grants Officer. For the avoidance of doubt all Grant references contained in this document refer to on Granting carried out by the NNF on behalf of funders and grant hosting. .

The Grants Officer provides quality and proper stewardship of grants by coordinating the administrative, financial, monitoring and evaluation aspects throughout the grant cycle. The Grants Officer will also, whilst we grow our portfolio, provide technical assistance to the Project Teams commensurate with their skills.

Key Responsibilities:

The Grants Officer will be responsible for the overall Grant management of multiple funding programs. This management will include the following key responsibilities:

- Manage the entire grant cycle of a program, from development to launch; pre-award to post-award;
- Support greater grant coordination amongst partners in the environment sector;
- Refine and implement processes that are aligned with current NNF grant practices and policies;
- Consistently review and revise the efficiency of the grants processes;
- In collaboration with donors and the NNF Management Committee develop scope, timeline, and budget to meet award distribution deadlines;
- Under the guidance of the Head of Projects, act as a key contact for donors, grant applicants, awardees, academic institutions, scientific experts, and external vendors;
- Work with the Operations & Projects departments to ensure grants compliance, programmatic budgets, and award payments are accurate and timely;
- Participate in a culture of learning related to the field of philanthropy and grants management;
- Work with colleagues to find solutions to common programmatic and grant process issues.

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Other Responsibilities

- Provide cross cutting technical support to project teams and/or other functions within the NNF (Communications, Risk Management, Business Development) commensurate with their skills.

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

- Grant Management
 - Ensure the successful management of all granting activities carried out by the NNF.
 - Support communications around all of our grant activities to raise awareness of our beneficiaries, the actions taken and the input of our funders.
 - Support the growth of the NNF Grants Portfolio.
- Grant Coordination
 - Support knowledge management and exchange of information amongst Environmental Grant bodies in Namibia, specifically but not limited to the EIF, CCFN and NCE.
 - Maintain a database of grant actions and their outcomes.
- Other
 - Provision of other cross cutting support.

Key working relationships: internal/external

Internal: Project Team

- Head of Projects
- Responsible finance staff
- Contracts & Compliance Manager

External:

- Funders and Donors (e.g. Nedbank and others)
- Other Grant bodies (EIF, CCFN & NCE)
- Stakeholders of the Bush Management and Biomass Sector

Resources responsible for:

Financial: Grant Finances

People: Beneficiaries

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. 5 years' experience of relevant experience of managing grants or similar functions.
- Ability to work with others in a team-based environment and on an individual self-managed basis.
- Good judgment, resourcefulness and ability to problem-solve, troubleshoot and follow grants through to completion.
- Evidence of good planning, coordination and networking skills.
- Good technical skills that can be applied to other work areas in the NNF.

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- 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.
 - Good command of Office suite applications (Word, Excel, Access, PowerPoint).
 - Driver's licence is a requirement.
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Signature (Admin Assistant) Date:

Signature (Supervisor) Date: