



Job Description

Job Title:	Sustainable Agriculture Officer
Job Grading:	C4/D1
Location:	Windhoek, Namibia
Reports to:	Senior Technical Advisor (STA) - Sustainable Agriculture
Supervises:	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 research, monitoring and evaluation of the progress of projects.

B. Key duties and responsibilities:

Responsibilities	Tasks / Activities
Research, Monitoring and evaluation	<p>This forms the core part of the job, 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"> • Coordination and communication with Knowledge and M&E Managers of various projects • Contribution to the establishment of the monitoring systems in projects • Monitoring and evaluation of all project activities and progress towards achieving the project goals • Collection, compiling and analyses of quantitative data and qualitative information for the preparation of consolidated progress reports in accordance with the approved reporting formats • Preparation M&E reports including the findings and lessons learned from project innovations • Provision of appropriate input for various project reports including annual reports, and contribution to the other reports and presentation documents required • 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
Project Coordination	<p>Under the management of the STA Sustainable Agriculture;</p> <ul style="list-style-type: none"> • Provides assistance towards the better coordination and integration of sustainable agriculture projects and components • Provides centralised support to field staff to facilitate the smooth delivery of their projects

	<ul style="list-style-type: none"> • Assist in ensuring that management systems are adhered to and provides backstopping for the administration of the projects and components • Assist in ensuring the sound management of all NNF and project assets allocated to Sustainable agriculture projects or components • 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 • Helps ensuring compliance with NNF financial management systems for projects to adequately meet financial management needs and donor regulations and policies
Knowledge Base	<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>
Technical	Liaises closely with and is mentored by the STA Sustainable Agriculture to develop and enhance technical knowledge.
Communications & Reporting	<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 & 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>
Partnership Development	<p>Under the supervision of the STA Sustainable Agriculture:</p> <ul style="list-style-type: none"> • Helps drive the NNF/NOA MOU • Supports partnerships with other like-minded organisations
Planning & Development	Provides input towards NNF workplan, budget, project needs & resourcing, as well as input to strategic planning and growth of NNF.
Human Resource Management	<p>Supports the work of the NNF Sustainable Agriculture Team as well as project consultants in coordination with relevant project staff.</p> <p>Fosters a supportive, inclusive and positive working relationship with all NNF staff and consultants.</p>

C. Desired Qualifications and Experience

This position requires:

- University Degree preferably in Agriculture, Economics 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 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