



Namibia Nature Foundation Job Description

Job Title: Sust. Agriculture Project Management Support Officer - KCOA
Job Grading: D2
Location: Windhoek, Namibia
Reports to: Senior Technical Advisor (STA) – Sustainable Agriculture
Supervises: Agric Staff, Trainees & Interns

A. Overall Objective

The Project Support Coordinator supports the Senior Technical Advisor for Sustainable Agriculture (STASA) in managing the KHSA project in Namibia. He/She reports to the STASA and is responsible for the day-to-day project support coordination and management of project activities of the KHSA project in Namibia.

B. Key duties and responsibilities:

Responsibilities	Tasks / Activities
<p align="center">Project Coordination</p>	<p>Project implementation: The SA Project Coordinator plans and oversees implementation of KHSA project activities in accordance with the project results matrix, associated work plans and approved budget within the parameters of KHSA contract. This will be done in close collaboration with the KHSA Namibia Project Manager (STASA). He/She provides centralised support to field staff to facilitate the smooth delivery of their projects. Ensures that management systems are adhered to and oversees the administration of the projects. Draws up and implements project work plans and provides support for the implementation of project activities.</p> <p>Under the oversight of the STASA liaises with and reports to the KHSA Project Management Team (Sustainability Institute) and programme partners.</p> <p>Financial management: With the direct support of the finance team, and in close collaboration with the finance manager, monitors expenditures against budgets. Ensures compliance with NNF financial management systems for projects to adequately meet financial management needs and donor regulations and policies.</p> <p>Outsourcing: in consultation with the appropriate team, ensures that any outsourcing (services & products) is carried out in line with NNF and donor requirements.</p> <p>Asset management: Ensures the sound management of all NNF and project assets.</p> <p>Ensures that projects are delivered in compliance with NNF objectives and donor requirements and regulations.</p>
<p align="center">NNF/NOA support</p>	<p>Acts as coordinator between NOA and the NNF to support the Memorandum of Understanding (MOU) signed between the parties in line with Art 6., thereof.</p>

	<p>Sits in on the Board meetings of NOA to help ensure that the needs and aspirations of NOA as an organisation are well served by the partnership.</p> <p>Helps grow NOA to the benefit of the partnership and to strengthen Organic Agriculture in Namibia. Activities supporting the development of NOA are coordinated and driven independently with support by the STASA and NOA Board.</p>
Technical	<p>Liaises closely with and is mentored by the STA Sustainable Agriculture to develop and enhance technical knowledge.</p>
Communications & Reporting	<p>Produces consolidated project reports for internal purposes and to meet GIZ/SI reporting requirements.</p> <p>Meets on a regular basis with KHSA partners, NOA members, Namibian project partners, NNF colleagues and stakeholders as appropriate.</p> <p>Delivers feedback (through appropriate formats and forums) to other project stakeholders.</p> <p>Enhances KHSA, NOA and NNF communications through coordinating regular general reporting on organic agriculture and sustainable agriculture.</p> <p>Support the KHSA communications strategy and associated plans by identifying project achievements and newsworthy topics to continuously inform the media and stakeholders about our activities, and to build stakeholder relationships.</p> <p>Ensures quality of all project reports, checking they meet the standards of the NNF and donor requirements.</p> <p>Where appropriate, and as agreed by the STASA, attends external meetings and workshops relevant to the NNF and/or NOA projects.</p> <p>Where appropriate, and as agreed by the STASA, represents the NNF and/or NOA at external events.</p>
Project Acquisition & Resource Mobilisation	<p>Supports project acquisition particularly in line with our MoU with NOA and broader</p>
Partnership Development	<p>Under the supervision of the STASA helps to drive the NNF/NOA MOU and supports partnerships with other like-minded organisations</p>
Planning & Development	<p>Plans KHSA activities in line with broader NNF Sustainable Agriculture activities and helps to develop other NOA Projects as appropriate.</p> <p>Provides input towards KHSA workplan, budget, project needs & resourcing, as well as input to strategic planning and growth of organic agriculture in Namibia.</p> <p>Provides input towards NNF workplan, budget, project needs & resourcing, as well as input to strategic planning and growth of NNF.</p>
Human Resource Management	<p>Under the guidance of the STASA provides day to day oversight of the Namibian KHSA 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> <p>Hold regular meetings with implementing team to ensure open communication and expectations throughout a project.</p> <p>Identifies needs for and/or opportunities for internships and placements to support NNF project delivery and enhance the implementation of the NNF's sustainable agriculture capacity.</p>
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C. Desired Qualifications and Experience

This position requires:

- A university degree in organic agriculture or related fields
- At least 5 years professional experience in a comparable position
- Knowledge of Namibia's agricultural sector, stakeholders, and appropriate sustainable agriculture practises
- Proven experience of effectively coordinating, managing and delivering development projects
- Experience effectively managing diverse teams and projects
- Experience in the fields of knowledge management and monitoring and evaluation

D. Knowledge, skills and abilities

- Demonstrated written, presentation, communication and organizational skills in English;
- Strong organisational skills including attention to detail, time management and the management of multiple activities simultaneously.
- Ability to produce well-written, accurate and high-quality reports
- Ability to motivate and work with team members which are dispersed across the country
- Must have strong initiative and ability to work independently
- Ability to devise creative, inclusive solutions to complex problems
- Valid driver's license and ability to operate a 4x4 vehicle
- Very good working knowledge of ITC technologies (Microsoft Suite), Online Communication Tools and Social Media;
- Excellent social skills and ability to build and maintain stakeholder relationships
- Flexibility and willingness to travel when required;
- 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.
- Knowledge of German Cooperation Financing would be an advantage