



**TERMS OF REFERENCE  
ADMINISTRATION & PROCUREMENT OFFICER  
FEBRUARY 2025**

## **BACKGROUND**

The Namibia Nature Foundation (NNF), established in 1987, is a leading non-governmental organisation dedicated to promoting sustainable development and environmental conservation across Namibia. Guided by its 2024–2029 Strategic Plan, NNF focuses on eight key programmatic areas: sustainable forestry, community-based organization strengthening, sustainable agriculture, combating wildlife crime, marine and coastal conservation, freshwater and inland fisheries, technical services, and applied scientific research. Through these initiatives, NNF strives to bridge the gap between local, national, and global policies, addressing the critical nexus of climate change and biodiversity conservation.

The advertised position is embedded in NNF's Administration Unit. Through its organisational unit NNF ensures the efficient and compliant implementation of its programmes and projects. Recruited administration specialists are assigned to one or several projects, assuming core responsibilities around office management, procurement, assets and travel/events, among others.

The assignment to specific projects will be discussed with the successful candidate during the contracting process, but is also subject to change throughout the contract period.

## **FUNCTIONAL RESPONSIBILITIES**

The position will carry the following responsibilities:

### *NNF Administration (overarching)*

- As part of the Administration Unit, assist in overseeing project implementation, ensuring administrative compliance with NNF policies and donor requirements
- Assist in creating synergies between the administration of different programmatic areas and projects, by establishing processes, templates and best practices

### *Office Management (project specific)*

- Staffing of the office reception area, managing daily visitor traffic and calls
- Overseeing office functionality and utilities (e.g. functioning internet connectivity, water, electricity, parking) incl. coordinate with officer cleaner, security, gardener, etc.
- Implementing regular procurement of office consumables as needed
- Maintenance of project vehicle fleets (fuel management, maintenance, insurance, accident reports), incl. the management of vehicle bookings by Consortium Members
- Arranging cash for projects through the NNF petty-cash management
- Maintenance of complete and structured project filing (physical and electronic)

### *Procurement (project specific)*

- Implement procurement of goods and services, ensuring compliance with donor requirements, incl. preparation of relevant templates



- Identification of providers (obtaining quotations, evaluation, selection)
- Invoice management (reminders, confirmation of performance, time sheets, etc.)
- Communication with service providers
- Filing
- Oversight of procurement processes in partner organisations, i.e. in a project consortium settings

#### *Event and Travel Management (project specific)*

- Booking of venues and accommodation
- Booking of flights
- Processing of travel claims and respective expenses

#### *Bookkeeping (project specific)*

- Closely coordinate with the project Accountant at the interface of administration and accounting/finance, incl. document filing
- Participation in external audits, incl. preparation of required documentation

#### *Others (project specific)*

- Assist with the implementation of processes laid out in project operation manuals, e.g. drafting of templates to be used by implementation partners
- Provide assistance with the application of work permits/visa for staff of implementation partners
- At request, produce minutes of meetings

### **EXPERTISE REQUIRED**

- Bachelor's degree in Office Administration, Business Administration or comparable specialisation; higher degrees and/or complementary qualifications are an advantage.
- A minimum of 3 years of progressively responsible experience in office administration
- Proven ability to coordinate administrative processes involving external partners;
- Excellent communication skills with advanced English language skills are required;
- Experience in implementing donors / development partners funded projects and working with government/parastatals is an advantage;

### **REPORTING**

The Administration and Procurement Officer will report to Hilma Shongolo. On a day-to-day basis, and depending on specific responsibilities, the Administration and Procurement Officer will work under the supervision of the Head of Grants and Administration as well as selected Project Leads.

### **ADMINISTRATIVE INFORMATION**

The indicative starting date for the position is 14<sup>th</sup> April 2025. A 1-year contract will be issued, which is renewable subject to an annual performance review. The first project assignment will take place in a 5-year project.



Applications should be sent to CV@nnf.org.na, stating “Procurement and Administrative Officer – ESS-OBPS” in the subject no later than 17:00 on 20<sup>th</sup> March 2025. The location of the role is Windhoek, with possible travel to the Otjozondjupa and Oshikoto Regions. The application should include:

- A Curriculum Vitae describing previously accomplished work related to project management and environmental science/management;
- Cover letter with indication of availability;
- Copy of driver’s licence;
- Copies of certified academic qualifications; and
- Relevant reference(s), i.e. link to above mentioned experiences, from previous employers.

**Previously disadvantaged Namibians, women, disabled persons, and youth are encouraged to apply** for this position. Only short-listed applicants will be contacted and invited for interview and no documents will be returned.