



# Namibia Nature Foundation

## Information Pack

### Administration & Procurement Officer

#### Grants and Administration

Thank you for your interest in working with us. You will find below the instructions on how to apply, as well as the full job description.

#### How to Apply

1. 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 the above-mentioned experiences, from previous employers.
2. You must include the following text in the subject line of your email  
**Procurement and Administrative Officer – ESS-OBPS**
3. Emails should be sent to [cv@nnf.org.na](mailto:cv@nnf.org.na)

#### Deadline

- The Deadline for applications is Friday, 12 June 2026

#### Further information

A 2-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.

Please note that due to the large volume of applications, only shortlisted candidates will be contacted. The NNF reserves the right to modify job adverts or to not make an appointment. This position is only open to Namibian Citizens (preferentially) or those with permission to reside and work in Namibia (e.g. with permanent residence or domicile). Previously disadvantaged Namibians, women, disabled persons, and youth are encouraged to apply for this position.

**Should you have any queries, please contact us at the following address**  
[info@nnf.org.na](mailto:info@nnf.org.na)



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## Job Description

**Job Title:** Administration & Procurement Officer (Full Time Post)

**Location:** Windhoek (with possible travel to the Otjozondjupa and Oshikoto Regions)

**Reports to:** Head of Grants and Administration as well as the Project Coordinator of the ESS-OBPS Project (Environmental and Social Support Project to the NamPower Otjikoto Biomass Power Station)

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 (see specific information on reporting lines further below). 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.

## 1. FUNCTIONAL RESPONSIBILITIES

The position will carry the following responsibilities:

### A. 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

### B. Office Management (project specific)

- Staffing of the office reception area, managing daily visitor traffic and calls



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- Overseeing office functionality and utilities (e.g. functioning internet connectivity, water, electricity, parking) incl. coordinate with office cleaner, security, gardener, and external IT service provider
  - Management of recurring service contracts (e.g. telecommunications, office services): monitoring statements, processing invoices, and coordinating with NNF on overarching service contracts
  - Implementing regular procurement of office consumables and stationery (incl. copy paper, cartridges) as needed, ensuring adequate stock levels
  - Maintenance of project vehicle fleets, including:
    - Management of vehicle bookings by Consortium Members and coordination with NNF fleet manager
    - Monthly review of vehicle logbooks and monitoring of fuel consumption
    - Ensuring compliance with driver agreements and indemnity forms
    - Ensuring vehicle safety equipment is maintained (fire extinguisher, first aid kit, etc.)
    - Coordinating regular vehicle cleaning, refuelling, maintenance, and repair
    - Insurance management and processing of accident reports
  - Arranging cash for projects through the NNF petty-cash management
  - Management of boardroom bookings
  - Maintenance of complete and structured project filing (physical and electronic)
- C. Procurement (project specific)**
- Implement procurement of goods and services, ensuring compliance with donor requirements, incl. preparation of relevant templates
    - Receive procurement needs from technical colleagues and ensure clear specifications are drafted
    - Identification of providers, drafting of Requests for Quotation (RFQs), finalisation of evaluation sheets, and seeking approval
    - Verification of received goods against specifications and payment, involving technical colleagues when required
    - Invoice management (reminders, confirmation of performance, time sheets, etc.)
    - Communication with service providers
    - Filing
  - Facilitate procurement of consulting services in coordination with technical colleagues, incl. advising on thresholds and applicable procurement processes



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- Monitoring of contract durations and upcoming contract closures, informing the project team in a timely manner
  - Oversight of procurement processes in partner organisations, i.e. in the project consortium setting
- D. Event and Travel Management (project specific)**
- Booking of venues and accommodation
  - Booking of flights
  - Receiving trip applications and calculating per diem entitlements
  - Processing of travel advances and respective expense summaries after completion of trips
- E. Bookkeeping (project specific)**
- Closely coordinate with the project Accountant at the interface of administration and accounting/finance, incl. document filing
  - Prepare Requests for Payment and coordinate EU screening and payment processing through NNF
  - Creation and maintenance of supplier/vendor records on SAGE; data input, invoice processing, and payment processing on SAGE, subject to approval by the project Accountant
  - Verification of voucher correctness and completeness, ensuring final tax invoices (not pro forma) are received and attached
  - Obtaining and filing proof of payment
  - Participation in external audits, incl. preparation of required documentation
- F. Inventory & Insurance (project specific)**
- Maintain asset registers in both NNF and donor-required formats
  - Timely insurance policy updates, including inclusion of new items, depreciation adjustments, and removal of disposed items
  - Processing of accident reports and insurance claims
  - Hand-over of goods and equipment to implementation partners, with proper documentation
  - Others (project specific)
- G. Other tasks:**
- 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



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## 2. DESIRED QUALIFICATIONS, SKILLS AND EXPERIENCE

This position requires:

- 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;
- Ability to work under pressure and meet deadlines

## 3. REPORTING

For the contract period, and subject to change, the position will be assigned to the ESS-OBPS Project. Respectively, the Administration and Procurement Officer will report to the Head of Grants and Administration, as well as the Project Coordinator of the ESS-OBPS Project (Environmental and Social Support Project to the NamPower Otjikoto Biomass Power Station).

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