



Namibia Nature Foundation

Information Pack

Senior 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 relevant experience in administration, procurement, project coordination, and donor-funded project support;
 - 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.
 - Strong proficiency in Microsoft Office applications, particularly Excel, Word, and Outlook.
 - Experience working with ERP, procurement, or accounting systems will be an added advantage.
2. You must include the following text in the subject line of your email
Senior Administration & Procurement Officer: Grants and Administration
3. Emails should be sent to cv@nnf.org.na

Deadline

- The Deadline for applications is Friday, 12 June 2026

Further information

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



Namibia Nature Foundation

Job Description

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

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

Reports to: Head of Grants and Administration

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. The appointee will contribute toward ensuring the efficient implementation of project activities through the provision of high-quality administrative, procurement, and operational support services to NNF and the Marine Programme team.

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
- Monitor and improve administrative systems, controls, and operational procedures across assigned projects.
- Provide guidance and support to junior administrative staff and project teams on procurement and administrative compliance requirements.



Namibia Nature Foundation

- Prepare periodic administrative and procurement status reports for management review.

B. Office Management (project specific)

- Implementing regular procurement of office consumables as needed
- Maintenance of complete and structured project filing (physical and electronic)

C. Procurement (project specific)

- Lead procurement processes above N\$150,000.00 and support lower-value procurement processes where required.
- Ensure 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
- Oversight of procurement processes in partner organisations
- Support the procurement needs of the marine team
- *Develop a sound understanding of project budgets, exchange rate implications, and donor financial requirements to ensure accurate allocation and processing of expenditures*
- *Maintain supplier databases and procurement records*
- *Ensure compliance with company procurement policies and procedures*
- *Review invoices and coordinate with finance for payment processing*
- *Ensure procurement files are complete, accurate, and audit ready.*
- *Support procurement planning and supplier performance monitoring.*
- *Identify and escalate procurement or compliance risks where necessary.*

D. Event and Travel Management (project specific)

- Support the Admin and Procurement team with booking of venues and accommodation
- Support the Admin and Procurement team with booking of flights
- Support the Admin and Procurement team with processing of travel claims and respective expenses
- Support the administration and coordination of the Marine Programme vehicle and vessel fleet, including maintenance scheduling, compliance documentation, and operational logistics.

E. Bookkeeping (project specific)



Namibia Nature Foundation

- 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

F. 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
- Coordinating project schedules and calendars
- Organizing team meetings and conference calls, including minutes taking
- Provide administrative support for Environmental and Social Safeguards (ESS) processes and monitoring and evaluation activities as required by project and donor frameworks.
- Assisting with financial forecasting and planning, for the project/s
- Assisting with project closing and final reporting

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 7 years of progressively responsible experience in office administration and procurement
- 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;
- Excellent interpersonal skills with the ability to manage sensitive and confidential situations with tact, professionalism, and diplomacy
- A valid driving licence
- A punctual and reliable attitude
- A willingness to travel
- Problem-solving and decision-making
- Attention to detail and accuracy



Namibia Nature Foundation

Ability to work under pressure and meet deadlines

3. REPORTING

The Senior Administration and Procurement Officer will report directly to the Head of Grants and Administration and work closely with assigned Project Leads on project-specific deliverables and operational requirements.
