



Job Description

Job Title:	Head of Projects
Job Grading:	E2
Location:	Windhoek, Namibia
Reports to:	NNF Executive Director
Supervises:	Project staff

A. Overall Objective

The Head of Projects is responsible for the management, implementation and effective delivery of all NNF Projects, by staff and consultants. He/She reports to the NNF Executive Director and is a member of the Senior Management Team.

B. Key duties and responsibilities:

Responsibilities	Tasks / Activities
Project Management	<p>Project oversight and coordination: Plans, directs and oversees project activities in accordance with the project description, work plan, budget and contractual agreements and ensures that the programme is making progress towards its objectives.</p> <p>Project implementation: Manages NNF projects and project teams using a participatory, adaptive management approach. Ensures that management systems are adhered to and oversees the administration of the projects. Maintains a database of all projects – technical and financial deliverables, and oversees timely outputs and their submission to donors/relevant partners.</p> <p>Financial management: With the direct support of the finance team, and in close collaboration with the finance manager, develops project budgets for approval and 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>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>Outsourcing: in consultation with the appropriate team, ensures that any outsourcing (services & products) is carried out in line with NNF and donor requirements.</p>
Consultancy/Research	<p>Technical and practical delivery of consultancy and/or research projects consummate with the skills and experience of the incumbent.</p>
Technical Support	<p>Provides technical leadership in major project components, including protected area management; community-based natural resource management; species conservation.</p> <p>Identifies technical and institutional needs and requirements for strengthening and with the support of the HR team in particular, ensures adequate training and capacity building.</p>

	Prepares and executes tender or service contracts, in collaboration with the appropriate team (HR and/or Finance).
Communications & Reporting	<p>Produces consolidated reports for internal consumption and to meet donor reporting requirements.</p> <p>Meets on a regular basis with partner ministry staff, project partners, NNF colleagues and stakeholders as appropriate.</p> <p>Delivers feedback (through appropriate formats and forums) to other project stakeholders.</p> <p>Enhances NNF communications through coordinating regular general reporting on projects carried out by the NNF.</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 Executive Director, 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>
Project Acquisition & Financing	<p>Works closely with the Executive Director and other colleagues to:</p> <ul style="list-style-type: none"> • Provide and coordinate technical input towards project acquisition • Identify and expound potential projects suitable for funding • Identify potential funding opportunities • Explore and develop innovative financing mechanisms for conservation
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>Provides leadership and promote institutional pride and commitment through example, work ethic and professionalism.</p> <p>Directs line management of all projects department staff in line with NNF Management practices and procedures.</p> <p>Coordinates and oversee the work of project consultants in coordination with relevant project staff.</p> <p>Fosters a supportive, inclusive and positive working relationship with NNF staff and consultants.</p> <p>Identifies needs for and/or opportunities for internships and placements to support NNF project delivery and enhance national conservation capacity.</p>

C. Desired Qualifications and Experience

This position requires:

- An advanced university degree in an appropriate field (conservation /environment / natural resource management /marine / forest / freshwater /terrestrial ecology)
- Additional academic training or a degree in a management field would be a strong advantage
- More than **seven** years of experience leading, developing, and managing programmes / large-scale projects in one or more of the above-mentioned fields
- Experience with multi-disciplinary teams, as well as in the Southern Africa region (preferably Namibia), would be a strong advantage
- Knowledge of and experience with monitoring and evaluation of programmes / projects; and
- Knowledge of the institutional and legal framework of the environment and conservation in Namibia, as well as of relevant policy issues

D. Knowledge, skills and abilities

- Experience of effectively managing a team and capacity building – able to lead, guide and motivate a team and maintain morale;
- Demonstrated experience in developing, implementing, and evaluating strategic plans and policy;
- Strong skills in project planning, financing, management, implementation and evaluation;
- Experience working with government and with donors / international aid agencies;
- Excellent inter-personal skills, including the ability to develop and maintain strong professional relationships at all levels, including with local communities, government agencies, the not-for-profit sector, and the scientific community;
- Excellent report writing skills and communications skills in English. Command of other local languages would be an advantage;
- Technical experience in relevant aspects of nature conservation and biodiversity management;
- Negotiation, influencing, and media relation skills, preferably at a high level;
- Demonstrable understanding of and commitment to the aims and objectives of the NNF