



Namibia Nature Foundation Job Description

Job Title: Sustainable Agric Officer – Training & Multipliers
Job Grading: D1
Location: Windhoek, Namibia
Reports to: Senior Technical Advisor Sustainable Agriculture (STASA)
Supervises: Trainees & Interns

A. Overall Objective

The Sustainable Agric Officer – Training & Multipliers is responsible for coordinating the Multiplier Support Program under the Knowledge Hub for Organic Agriculture in Southern Africa (KHSA) as well as other training activities within the Agriculture Department of NNF. He/She works closely with the Sustainable Agriculture Officer on monitoring and evaluation requirements and reports to the STASA.

B. Key duties and responsibilities:

Responsibilities	Tasks / Activities
<p align="center">Project Coordination</p>	<p>Under the management of the STASA;</p> <ul style="list-style-type: none"> • Coordinates the design and implementation of training activities, with a special focus on the multiplier support program, strengthening agricultural multipliers in the organic sector • Coordination and administration of a technical working group to design the multiplier support program • Provides assistance towards the better coordination and integration of sustainable agriculture training and components. • Provides centralised support to field staff to facilitate integration of training and the smooth delivery of their projects. • Assist in ensuring that management systems are adhered to and provides backstopping for the administration of the projects and components. • Assist in ensuring the sound management of all NNF and project assets allocated to Sustainable agriculture projects or components. • Helps ensuring compliance with NNF financial management systems for projects to adequately meet financial management needs and donor regulations and policies.
<p align="center">Research, Monitoring and evaluation</p>	<p>Ensures that Project staff are kept up to date on latest national, regional & global trends and developments in training and multiplier support programs.</p> <p>Supports the Sustainable Agriculture Officer M&E with knowledge management, monitoring and evaluation.</p> <ul style="list-style-type: none"> • Contribution to the establishment of the monitoring systems in projects

	<ul style="list-style-type: none"> • Support for monitoring and evaluation of all project activities and progress towards achieving the project goals • Collection and compiling of quantitative data and qualitative information for the preparation of consolidated progress reports in accordance with the approved reporting formats • Support for M&E reports including the findings and lessons learned from project innovations; • Provision of appropriate input for various project reports including annual reports, and contribution to the other reports and presentation documents required
Technical	<p>Provides technical input and support around agricultural training design, delivery and support.</p> <p>Liaises closely with and is mentored by the STASA to develop and enhance technical knowledge.</p>
Communications & Reporting	<p>Produces consolidated project reports for internal purposes and to meet donor reporting requirements.</p> <p>Meets on a regular basis with NOA members, project partners, NNF colleagues and stakeholders as appropriate.</p> <p>Delivers feedback (through appropriate formats and forums) to other project stakeholders.</p> <p>Support the NNF Communications Plan by identifying project achievements and newsworthy topics to continuously inform the media and stakeholders about our activities, and to build stakeholder relationships.</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>
Partnership Development	<p>Under the supervision of the STASA;</p> <ul style="list-style-type: none"> • Initiates contact with the National training authority and associated entities with the aim of strengthening collaboration • Creates a network of training providers with the aim of embedding organic training components into their work • Helps to support the NNF/NOA MOU • Supports partnerships with other like-minded organisations
Human Resources	<p>Supports the work of the NNF Sustainable Agriculture 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>

	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.
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C. Desired Qualifications and Experience

This position requires:

- A university degree in 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;

D. Knowledge, skills and abilities

- Flexibility and willingness to travel when required;
- Demonstrated written, presentation, communication and organisational skills in English;
- Ability to produce well-written, accurate and high-quality reports;
- Very good working knowledge of ITC technologies (Microsoft Suite), Online Communication Tools and Social Media;
- 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 implement and manage projects according to the required outputs;
- Ability to interact effectively with different stakeholders
- Capacity and willingness to upskill as required by the tasks to be performed;
- Commitment to deliver professional work of high quality
- Valid driver's license and ability to operate a 4x4 vehicle;
- Demonstrable understanding of and commitment to the aims and objectives of the NNF.