



## **JOB DESCRIPTION: Project Admin and Procurement Officer**

**Location:** Windhoek

### **A. Overall Objective**

The Project Admin and Procurement Officer (PAPO) is responsible for providing administrative and procurement support to the marine programmatic area. The PAPO ensures that projects are running smoothly by supporting project organisational matters and procurement tasks. The PAPO will contribute towards the NNF marine team maintaining its strategic vision and achieving its prioritised activities and planned outcomes and/or impacts in a cost-effective and timely manner by conducting administrative services.

The position is housed under the Blue Action Fund (BAF) grant and for the project timeframe of 2 years.

The duties for this position are housed under the NNF marine programmatic area (BAF and other marine programme grants).

### **B. Key duties and responsibilities:**

- Coordinating project schedules and calendars
- Organizing team meetings and conference calls, including minutes taking
- Maintaining project documentation and files
- Assisting with project planning
- Taking care of the procurement needs of the marine team. This will require the PAPO to clearly understand each project and its financial budget, exchange rates, and ensure payments are allocated correctly
- Arranging travel and accommodation bookings for marine team members and partners
- Support the management of the marine teams' vehicle and vessel fleet
- Assist with HR-related administrative issues
- Assisting with environmental and social safeguards (ESS) task and monitoring and evaluation
- Assisting with financial forecasting and planning, for the project/s
- Assisting with project closing and final reporting
- Any other duties as may reasonably be expected

### **C. Desired Qualifications and Experience**

- A bachelor's degree in business administration, procurement, or a related field
- At least 7 years of relevant experience of working with multi-disciplinary teams
- Excellent interpersonal skills with the ability to manage sensitive and confidential situations with tact, professionalism, and diplomacy
- A valid driving licence

### **D. Knowledge, skills, and attributes**

- A working knowledge of the field of donor funding
- A high working knowledge of Microsoft applications
- Excellent organizational and communication skills
- Highly detail-oriented and organised
- Ability to plan and organise own work to meet a stream of deadlines
- Good command of written and spoken English, other Namibian languages will be an advantage
- A readiness to work with people with widely differing belief systems and personal circumstances
- Enthusiasm and flexibility
- A punctual and reliable attitude
- A willingness to travel