



**Environmental Investment Fund
of Namibia** | ensuring sustainability

Job Description

Job Title:	Grants Officer (Project Support Officer)	Department:	Operations
Name of Incumbent:	Johanna Hainana	Division:	EDA
Title of Supervisor:	Project Manager	Duty Station:	Windhoek
Name of Supervisor:	Selma Shitilifa	Number of direct reports:	0
Job Analyst:	PwC	Number of Indirect reports:	0
Job Grade:		Date of JD analysed	17/01/2020

ORGANIZATIONAL STRUCTURE:

Incumbent's Superior (1st Level)

Manager Projects

Incumbent's Job Title

Grant Officer

Incumbent's Subordinates (1st Level)

Young professionals

Incumbent's Subordinates (2nd Level)

N/a

Internal and External Stakeholders: Government Institutions (Ministry of Agriculture, Water and Forestry, Ministry of environment & Tourism), SOEs (AMTA, AGRIBUSDEV), Higher Education Institutions(NUST/UNAM), GCF, Internal clients, CBNRM, CBOs, Suppliers and Consultants)

JOB SPECIFICATIONS

Primary purpose of the position:
Reporting to Project Manager, the PSO will support the Project Manager in developing, managing, delivering and promoting the CBNRM EDA grants initiative. The incumbent will be responsible for promotion, planning, organising and implementation of the grant-making function. The PSO will also play a critical role in creating and maintaining strong relationships with a diverse range of stakeholders such as relevant government ministries, regional councils, local authorities, NGOs, CBOs, private sector, academic institutions amongst others.
Academic Qualifications:
Bachelor's degree in either Natural Resources Management, Business Administration, Project Management, Social Sciences and Rural Development or Environmental management;
Skills and knowledge areas required:
Community development Leadership skills Interpersonal skills Communication Innovative Self-driven Knowledge of Agriculture and Environment Act
Minimum years of experience:
At least 3 years working experience in accounting and finance, preferably in large government or nongovernment organizations is required

GENERAL

Autonomy:
Office based – 60 Field work – 40 Operational policies and procedures will serve as a guideline and framework from which to operate.
Feedback structure:
Ad-hoc consultative with the Ministry of Environment and Tourism
Work Pressure:
High work pressure
Type of Decision Required to be taken in the Job (Select one):
Supervises others whose decision-making is largely procedures but requires training & experience to be able to make the decisions not covered by procedures

KEY PERFORMANCE AREAS

Skills relevant to the job including education and/or experience & specialised training required by the incumbent to be able to do the job competently.

Key Performance Areas	Key Activities/Tasks to Achieve KPA	Output	Frequency/KPIs
<p>Coordinate day to day grant activities</p>	<ul style="list-style-type: none"> • Participate in the annual work planning and budgeting process for the project. • Assist in the provision of technical and logistical support in the grants review and selection process to ensure it follows requisite policies, financial guidelines and budget requirements • Undertake pre-funding appraisal visits to applicants for EIF funding for due diligence • Assist the Project Manager with the preparations for the Project Steering Committee meeting and the production of progress reports for the Committee • Prepare grant agreements for grants approved by Steering Committee and ensure that such agreements are signed by both recipients and the project (EIF) • Handle grants promotion process • Oversee the planning, adverts and facilitate meetings for grants • Execute grants management, implementation and monitoring 		
<p>Grant Monitoring and Evaluation</p>	<ul style="list-style-type: none"> • Participate in monitoring performance of the grants including undertaking monitoring visits to grant recipients in order to assess progress and if funds are used as agreed • Develop an appropriate filing and administrative system for grants management. • Attend weekly meetings, document meeting minutes • Develop an appropriate filing and administrative system for grants management. Develop an appropriate filing and administrative system for grants management. • Attend weekly meetings, document meeting minutes • Work with EIF accountants in ensuring that monthly financial/expense reports on individual grants are generated and file them accordingly • Receive, review and act on grantee progress reports internally, send to M&E officer thereafter submit to manager projects. Issue payments once approval has been granted. • Contribute to the development the grants' monitoring and evaluation framework and assists in its implementation including 		

	baseline data gathering, monitoring and evaluation strategies and systems to effectively project results;		
Stakeholder Management	<ul style="list-style-type: none"> Facilitate regular communication with grantees, maintains partnerships between the grantees and other possible stakeholders Liaise with consultants get information from the grantees 		
Knowledge management and sharing	<ul style="list-style-type: none"> Ensure the application of results-based management (RBM) standards and agreed upon indicators Assists in the development of and maintains the system of a database of grantees, including a tracking system that provides frequent updates on fund-flows, reporting requirements, audits, contract deliverables and budget revisions; 		
Reporting	<ul style="list-style-type: none"> Assist Project Manager in the preparation and writing of progress and annual reports, annual workplans, status reports and other documents that may be requested by the Project Steering Committee; Document workshop outputs, meeting decisions, drafts presentations and supports the knowledge management team in the identification, documentation and sharing of lessons learned Supports the Project Manager with respect of the contracting of consultants or other third part/service providers e.g. drawing up Terms of Reference to contract completion and shared logging. Undertake any activity Project Manager or the Steering Committee may reasonably request from time to time. 		
Innovation and personal development	<ul style="list-style-type: none"> Keep up to date with developments in the relevant field locally and internationally and recommend or do changes accordingly. Take responsibility of self/career development by setting and achieving personal goals Maintain professional knowledge by attending workshops, conference and courses; through self-study, establishing personal networks, benchmarking state-of-the-art practices and participating in professional societies 		

Competencies required to operate at this level

Scoring defined as;
 5 = Essential
 4 = Important
 3 = Useful
 2 = Unimportant
 1 = Unnecessary

Competency	Competency defined	Scoring
Conflict Management	The extent to which the incumbent should reflect each of the following conflict management styles and initiating and managing acceptable solutions and outcomes to conflict situations:	5
Creativity	The competency to develop new ideas and to create new concepts and solutions to problems.	5
Short-term Memory	The ability to remember recent information conveyed to him / her.	5
Customer Orientation	Focusing on and relating quality standards to customer requirements and directing all activities to meet these.	5
Excellence Orientation	Displaying pride in and derive personal satisfaction for achieving results, commitment to uncompromising standards of excellent and continuous improvement and determination or self-discipline in completing what has been started.	5
Reading comprehension	The competency to read and understand clearly and objectively what the reading matter concerned really conveys.	5
Interpersonal Skills	The Competency to be accepted / to mix/socialise/associate with and to appreciate individuals / groups and their views/needs/ideas (5
Filing Ability	The competency to handle a filing system in an office / administrative setting.	5
General Knowledge	The competency to be conversant in and adequately informed on events in the world at large.	5
Vocabulary	The competency to handle / understand written language / to have a large vocabulary.	5

DECLARATION

It is herewith declared that the above description is a true reflection of the actual job

Developed by: _____
 Name Designation Signature/ Date

Approved by: _____
 Name Designation Signature/ Date

Incumbent: _____
 Name Designation Signature/ Date