



TERMS OF REFERENCE

Project Assistant Position: IREMA Kunene Project

Duty Station: Windhoek (MAWLR Head Office, Government Office Park)

Duration: Twelve (12) months, with a possibility of extension depending on performance and availability of funds

Background

The Environmental Investment Fund of Namibia (EIF) in conjunction with the Ministry of Agriculture, Water and Land Reform (MAWLR) is implementing Green Climate Fund (GCF) funded project titled SAP001: “Improving Rangeland and Ecosystem Management Practices of Smallholder Farmers Under Conditions of Climate Change in Sesfontein, Fransfontein, and Warmquelle Areas “IREMA Kunene Project. The project period spans from 2019 to 2024. It aims to reduce the vulnerability of smallholder farmers under climate change conditions by safeguarding natural capital that generate ecosystem services to sustain agricultural production systems. More specifically, this project intends to: (1) Promote investments in integrated drought early warning systems and improve the existing ones; (2) Strengthen and improve the capacity of key stakeholders in drought risk management at regional, national and local levels; and (3) Support communities to undertake innovative adaptation actions that reinforce their resilience to drought.

The project seeks a qualified candidate to fill the position of Project Assistant:

Duties and Responsibilities

Under the overall supervision and guidance of the Project Manager, the Project Assistant will have the following duties and responsibilities:

1. Support the regional project team to effectively and efficiently coordinate the project activities. Specially the PA will provide technical support towards the implementation of the following activities:
 - a. Facilitate the integration of disaster risk management into the existing regional structures such as the Kunene Regional Development Committee under the Ministry of Rural and Urban Development, and local Farmer's Associations (FAs).
2. Support the implementation of the operating guidelines for mainstreaming disaster risk management (DRM) at regional and local levels.
3. Facilitate the integration of drought management practices into local institution's plans and programs, with a special focus on the FAs.
4. Train regional and local institutions on DRM risk management and ensure the clear comprehension of their respective roles to coordinate DRM mainstreaming.
5. Initiate 4 community-based planning exercises to design the community-based disaster risk reduction and management plans, using a sustainable livelihoods approach to update and expand existing livelihoods maps and to clarify priority climate and related risks. This is to provide hands –on experience through scenario-based simulation exercises.
6. Provide support to the Project Manager to perform the following administrative functions:
 - Actively contribute to day-to-day project implementation to ensure attainment of the expected project outcomes in line with the project objectives and work plan.
 - Support compilation of progress reports (quarterly reports, APRs).
 - Review the work or services of the consultants, specifically the Terminal Evaluation Consultancy.
 - Compilation of the quarterly and annual work plans and budget.
 - Maintain records on all project personnel/national consultants and their respective status (development of ToRs, contract management, etc.) in accordance with relevant EIF' s policies and procedures.
 - Coordinate stakeholder engagements (meetings /workshop logistics, draft meeting agenda, arrange field visits, compile minutes, etc).

- Maintain project filing system.
- Support all aspects of project M&E.
- Undertake the financial and administrative tasks on an ad hoc basis on request by the supervisor.

The project Assistant will be recruited based on the following qualifications and experiences:

- Bachelor's degree, preferably in the field of Disaster Risk Management, Environmental or Natural Resources Management, Development studies or related discipline. A master's degree will be an added advantage.
- Must have a valid driver's license -older than one year.
- Have at least five years of relevant work experience preferably in a donor funded project setting involving multi-lateral/ international funding agency.
- A comprehensive understanding of Disaster Risk Reduction frameworks as well as participatory planning for risk reduction and climate change adaptation at community level will be a definite asset.
- Experience in collating, analysing and writing up results for reporting purposes.
- Very good knowledge of results-based management and project cycle management; particularly with regards to M&E and analytical tools.
- Good understanding of Environmental and Social Safeguards and community projects settings.
- Proficiency in computer application and information technology.
- Excellent language skills in English (writing, speaking and reading) and in local languages.

Submission of Applications:

1. Submit a cover letter, CV, and qualifications and any other relevant documents to Email: recruitment@eif.org.na - on or before 13 February 2023 before end of business. No late submissions will be accepted.
2. Please take note ONLY shortlisted applicants will be contacted for interviews. Enquiries: Please contact the National Project Manager: MKaholongo@EIF.ORG.NA