

# NAMIBIA GREEN HYDROGEN PROGRAMME

## JOB DESCRIPTION: PROJECT ADMINISTRATOR

	NAME	DESIGNATION	SIGNATURE	DATE
DEVELOPED BY	NGH2P			01 July 2024
APPROVED BY				
INCUMBENT				

It is hereby acknowledged that this job description is a broad indication of the work the job holder is required to do. The jobholder may be required to undertake other duties that can be reasonably expected from him / her, particularly when others are absent from work. No job title or job description can be regarded as a precise specification of duties but should be seen as a guide to main responsibilities.

## JOB DESCRIPTION

<p><b>COMPANY NAME:</b> Namibia Green Hydrogen Programme  <b>TITLE OF POSITION:</b> Project Administrator</p> <p><b>NAME OF CURRENT INCUMBENT:</b></p> <p><b>DIVISION:</b> Programme Management</p>	<p><b>NAME OF SUPERVISOR:</b> N. Ndoroma-Ndeitunga</p> <p><b>TITLE:</b> Head: Programme Management</p> <p><b>NUMBER OF DIRECT SUBORDINATES:</b> -</p> <p><b>NUMBER OF INDIRECT SUBORDINATES:</b> -</p>	<p><b>DUTY STATION:</b> Windhoek</p> <p><b>TYPE OF POSITION:</b>  Specialist: x  Finance:  Administration:  Mixed:  Clerical:</p>
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PURPOSE AND FUNCTIONS OF THE DEPARTMENT	PRIMARY PURPOSE OF THE POSITION (why does the position exist – to achieve what?)
<p>The primary purpose of this department is to provide fully functional PMO Services to the organization, on a strategic as well as operational level, through offering project management solutions which are aligned with and support the achievement of NGH2P's business strategies.</p> <p>The role of the Programme Management Division is to plan, develop, execute, monitor and close out green hydrogen projects within the Green Hydrogen Programme in Namibia.</p>	<p>This position is part of Namibia Green Hydrogen Programme and is responsible for the support of the implementation of NGH2P projects and guiding the effective management of the overall provision of project management support and/ or any other duties and tasks as reasonably assigned from time to time.</p>

## JOB SPECIFICATIONS

TYPICAL ACADEMIC QUALIFICATIONS	TYPICAL EXPERIENCE BACKGROUND	TYPICAL SKILLS, KNOWLEDGE AND ATTRIBUTES / ATTITUDES AREAS REQUIRED
<p>Bachelor's Degree in Project Management, Business Management, Engineering, Environmental Science, Renewable Resources or related.</p> <p><b>CAPM</b> certification as a prerequisite.</p>	<p>Minimum of three (3) years' experience in Project Management, Project Administration or Project Office Administration preferably from the renewable resource industries.</p>	<p><b>Skills:</b>  Project Planning, Project management, Scheduling, Technical Writing, Risk management; Negotiation; Excellent command of English language; Decision making; Computer literate; Performance management; Prioritising and organising and Presentation skills. Excellent problem-solving and analytical abilities (risk management, communication management, etc. and experience).</p> <p><b>Knowledge:</b>  Project Management Principles and Tools, Communication and Stakeholder Management and MS Office (Word, Excel, PowerPoint); Strong project management skills with proficiency in project management and analytical software.</p> <p><b>Attributes / Attitudes:</b>  Integrity; Tenacity; Willingness to learn and develop professionally. Reliability; Professionalism; People orientated; Methodical; Organized; Service oriented; team-working ability, ability to manage and prioritize multiple tasks and projects simultaneously.</p>

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GENERAL		
AUTONOMY	FEEDBACK STRUCTURE	WORK PRESSURE
High <u>Moderate</u> Low	Daily <u>Weekly</u> Monthly	<u>High</u> Moderate Low

KEY FOCUS AREAS / OUTPUTS	KEY PERFORMANCE AREAS	KEY PERFORMANCE INDICATORS	WHY
<i>Project Management</i>	Support in successful implementation of project documents, plans and key deliverables	<ol style="list-style-type: none"> <li>1. <b>Project Scheduling:</b> <ul style="list-style-type: none"> <li>• Develop and maintain detailed project schedules using project management software.</li> <li>• Track project timelines, milestones, and deliverables.</li> <li>• Update schedules regularly to reflect project progress and changes.</li> </ul> </li> <li>2. <b>Project Coordination:</b> <ul style="list-style-type: none"> <li>• Assist the Project Manager(s) and/ or Head: Programme Mangement in planning and coordinating project activities.</li> <li>• Facilitate communication among project team members and stakeholders.</li> <li>• Organize and participate in project meetings, preparing agendas and minutes.</li> </ul> </li> <li>3. <b>Documentation and Reporting:</b> <ul style="list-style-type: none"> <li>• Maintain comprehensive project documentation, including schedules, progress reports, and meeting minutes.</li> </ul> </li> </ol>	<ul style="list-style-type: none"> <li>• Effective planning and scheduling are crucial for ensuring that projects are completed on time and within budget. It helps in coordinating various tasks, allocating resources efficiently, and setting clear milestones for progress tracking.</li> <li>• Proactively managing risks reduces the likelihood of unforeseen issues that could derail the project. It ensures that risks are addressed in a timely manner, minimizing their impact on project outcomes.</li> <li>• Technical oversight guarantees that the project meets industry standards and operates efficiently. It also ensures the integration of the latest and most effective technologies, leading to better performance and sustainability.</li> <li>• Effective stakeholder engagement builds trust and support for the project. It ensures that stakeholders are informed and involved, which can lead to smoother project implementation and greater acceptance..</li> </ul>

- Support the Project Manager(s) and/ or Head: Programme Management) in preparing regular status reports.
- Ensure accurate and timely documentation of project activities.

**4. Resource Management:**

- Assist in the identification and allocation of project resources.
- Monitor resource utilization and report any discrepancies.
- Coordinate with procurement teams to ensure timely availability of resources.

**5. Risk Management:**

- Identify potential project risks and assist in developing mitigation strategies.
- Monitor risk factors and update the risk management plan as needed.
- Report any issues or risks to the Project Manager and/ or Head: Programme Management promptly.

**6. Quality Assurance:**

- Assist in establishing and maintaining project quality standards.
- Support regular project audits and quality checks.
- Help implement corrective actions to address any quality issues.

**7. Stakeholder Communication:**

- Support stakeholder engagement activities and maintain positive relationships.
- Assist in the preparation and delivery of presentations and reports to stakeholders.
- Address stakeholder inquiries and coordinate responses with the project team.

**8. General Administration**

- Quality assurance ensures that the project deliverables meet the required standards, leading to higher reliability and performance. It also helps in identifying and rectifying issues early, reducing rework and associated costs.
- Accurate documentation and reporting provide a clear record of project progress and decisions. It ensures transparency and accountability, which are essential for effective project management and stakeholder communication.

- Provide general administrative support to the Programme Management Unit.

### COMPETENCIES REQUIRED TO OPERATE AT THIS LEVEL

Scoring defined as

5 = Essential

4 = Important

3 = Useful

2 = Unimportant

1 = Unnecessary

COMPETENCY	COMPETENCY DEFINED	SCORING
WRITTEN COMMUNICATION	Conveying written instructions, reports, and management information in an accurate, concrete, clear, concise, and understandable way to maximise comprehension of the message.	4
MENTAL ALERTNESS	The competency to understand and appreciate new and often complex issues and concepts clearly.	5
INTEGRITY	The capacity to show consideration and concern; to be honest; to earn the respect of others; to adhere to broad ethical rules and guidelines by showing fairness, impartiality, and congruence in all respects; to reflect and apply moral decency; to be trustworthy, responsible, and reliable; to be committed to basic principles of decency.	5
TIME MANAGEMENT	The competency to organise / plan / manage time and to adequately allocate to and divide time between various tasks / aspects of the work.	5
INTERPERSONAL SKILLS	The Competency to be accepted / to mix/socialise/associate with and to appreciate individuals / groups and their views/needs/ideas	4
EXCELLENCE ORIENTATION	Displaying pride in and deriving personal satisfaction for achieving results, commitment to uncompromising standards of excellence and continuous improvement and determination or self-discipline in completing what has been started.	5
PROJECT ORIENTATION	Focusing on and relating quality standards to project requirements and directing all activities to meet these.	5
CONCEPTUAL UNDERSTANDING	The potential or capacity to reason in spatial terms; to see the relationship between parts; to 'complete' the picture; to envisage the whole or end-result; to anticipate the outcome	4
FEEDBACK	The competency to provide frequent feedback in a positive, helpful, and productive manner to reinforce or improve a team or member's approach or contribution.	5