



Detailed Job Description

The Environmental Investment Fund of Namibia (EIF), on behalf of the Namibian Ministry of Agriculture, Water and Forestry seeks the services of the following professional to support the implementation of the five- year project: ***Improving rangeland and ecosystem management practices of smallholder farmers under conditions of climate change in Sesfontein, Fransfontein, and Warmquelle areas of the Republic of Namibia.***

Project Manager (x1) 2018-2023

1. General Information

Job Code Title:	Project Manager
Vacancy number:	001/2018
Type of Contract & Duration:	Service Contract for 5 Years (subject to annual review)
Immediate Supervisor:	National Steering Committee

2. Background

Climate change forecasts predict an increased length of the dry season in Kunene region, located in north-west Namibia. The most vulnerable populations - due to a predominantly drying climate - are small-scale and subsistence farmers, mostly women. The targeted Kunene region is one of the regions that are food-insecure, and have a long history of poverty, and suffer from high variability in rainfall and incidences of drought. Typically, residents depend on agriculture, mixed farming and agro-pastoral practices with the main economic activities being livestock production, and to some extent tourism.

Recent severe drought caused massive loss of animals including cattle in Kunene, which has substantially increased the risk of even further deterioration of livelihood and vulnerability of the people. To reduce the vulnerability of smallholder famers, this project will address the impacts of increasing temperature and higher water evaporation on crop production and bush encroachment on land and livestock productivity. It will increase the efficiency with which rainfall is used to maintain agricultural and rangeland production. The project 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 is intended to:

- Promote investments in integrated drought early warning systems and improve the existing ones;
- Strengthen and improve the capacity of key stakeholders in drought risks management at regional, national and local levels; and
- Support communities to undertake innovative adaptation actions that reinforce their resilience to drought

3. Project Implementation Arrangements

The Project will be implemented over a period of five years, officially commencing 01 October 2018 to June 2023. The Ministry of Agriculture, Water and Forestry (MAWF) is the executing entity of the project. Thus the administration of the project will be carried out by a Project Implementation Unit (PIU) under the overall guidance of the MAWF and EIF through the National Project Steering Committee. The PIU will be led by the Project Manager, who will be responsible for ensuring that the project is fully managed and implemented in accordance with its objectives.

4. Role of Project Manager

As head of the Project Implementation Unit, the Project Manager will provide the link between all three levels of project implementation. In this position, his/her responsibilities will include but not limited to:

- Lead, manage and coordinate the day-to-day management of the Project Implementation Unit including administration, accounting, technical expertise, and actual project implementation and reporting.
- Finalise the inception phase including inception meeting, report and drafting the second phase strategy.
- Lead the development of detailed project implementation inputs including preparation of subcontractors, Terms of Reference, identification and selection of national, regional and international subcontractors, cost estimation, time scheduling, contracting, and reporting.
- Coordinate activities of consultants including contract management, direction and supervision of field operations, logistical support, review of technical outputs/reports, and measurement/assessment of project achievements before submitting to stakeholders.
- Provide a first point of contact and backstopping where necessary to project implementers at the three project sites.
- Facilitate the formation of the Regional Steering Committee as stipulated in the project document.
- Act as secretary to the national project steering committee, compiling proceedings and reporting outcomes and decisions of the meeting.
- Organise training programmes in liaison with MAWF and Agibusdev.
- Liaise and build relations between the project Partner Ministries, stakeholders from non-governmental sector, farmers union and the donor community.
- Supervise and provide substantive support to junior staff, through mentoring, coaching and capacity building.
- Assist in developing policy frameworks to showcase and demonstrate direct benefits from rangeland management and early warning systems to human-well-being in Kunene region and Namibia at large.
- Facilitate communication, cooperation and synergies not only within but also especially beyond the project.
- Coordinate training and assist farmers groups in livestock products, profitable value chains, and create linkages and marketing arrangements.
- Undertake other management duties that contribute to the effective functioning of the project.

5. Work Arrangements

The Project Manager will be employed by EIF on a full-time basis for the duration of the Project, starting in 2018 and ending in 2023. S/he will be housed by MAWF in the Project Implementation Unit, which will provide office space and equipment as necessary to implement his/her responsibilities.

6. Reporting

The National Project Manager will report on a regular basis to the Project Steering Committee and work closely with partners including MAWF, Office of the Prime Minister, EIF, and other key stakeholders. S/he will further take part in the participatory M&E sessions. The duty station will be in Windhoek, Namibia, office of the Ministry of Agriculture, Water and Forestry.

7. Requirements and qualifications

- Namibian National;
- At least a Post Graduate degree in Agriculture, Project Management, Development Studies, Economics, Natural Resource Management, or equivalent study with agriculture focus;

- More than 8 years' work experience in project and managerial positions in the agriculture and natural resource sector of Namibia; preferable in the public and private sector;
- Extensive knowledge of agricultural production, including legal and policy frameworks, practices, business and investment projects;
- Knowledge of climate change adaptation and mitigation within the agricultural sector;
- Experience working with donor funded projects and requirements of international organization is an added value;
- Proficiency in English required;
- Good interpersonal, communication and analytical skills; and
- Ability to work under pressure and handle politically and culturally sensitive issues;

For inquiries, please contact Ms. Lizl Timbo, the Head of Human Resources at recruitment@eif.org.na or LTimbo@eif.org.na or call 061 4317700.

All applications, clearly indicating project vacancy applied for, should be delivered / sent to:

Environmental Investment Fund of Namibia or
PO Box 28 156
Auas Valley
Windhoek
Namibia

Environmental Investment Fund of
Capital Center Building, 2nd Floor
Independence Avenue
Windhoek
Namibia

Closing: 21 September 2018

No faxed applications shall be considered and only short-listed candidates will be contacted.