



This project is funded by the European Union

We are looking for a

PROJECT ASSISTANT for the 'Promoting Sustainable Forest Management in the Kavango-Zambezi Region of Namibia' Project

The Hanns Seidel Foundation Namibia (HSF) is looking for a proactive Project Assistant with excellent insights into the Kavango-Zambezi Region to work collaboratively with the 'Promoting Sustainable Forest Management in the Kavango-Zambezi Region of Namibia' Project (SFM-Project) team. In this role, the Project Assistant will oversee tasks delegated to him/ her by the Project Manager, liaise and coordinate with various stakeholders and ensure that the project is moving forward on time.

The SFM-Project is a 3-year project funded by the European Union. The project aims at raising awareness and sensitising, supporting exchange and communication as well as building capacities amongst selected nature and environment organisations, decision-makers, members of Community Forests and multipliers. In collaboration with the Desert Research Foundation of Namibia (DRFN), the HSF seeks to support an active multi-stakeholder dialogue on Sustainable Forest Management (SFM) with focus on valuable hardwood as contribution to an improved implementation of SFM in the Kavango-Zambezi-Region in Namibia's north-east.

Duties and Responsibilities

- Assist the Project Manager
 - in all project related activities such as planning and coordinating of the information campaign, public dialogues, study trips, conferences or educational trainings;
 - in the coordination of knowledge product development;
 - in reporting in compliance with HSF and EU regulations;
 - in the preparation of financial documentation;
 - in monitoring and evaluation of project activities in compliance with HSF and EU regulations;
- Liaise and coordinate with all stakeholders such as consultants, service providers or political decision makers;
- Complete administrative tasks such as research and email;
- Other duties as required by the project.

Minimum Requirements and Qualifications

- **Bachelor's degree**, preferably in Forest Science or any other related field;
- Minimum of 1 year relevant work experience in the NGO or any other related sector;
- Very good knowledge of the Kavango-Zambezi Region, including **knowledge of at least one native language of the regions** (e.g. Lozi, RuKwangali);
- Exceptional communication and interpersonal skills with the ability to communicate and network with Traditional, Local and Regional Authorities;
- Keen attention to detail and an aptitude for problem-solving;
- Able to work independently and to prioritise tasks;
- Collaborative working style and team-player attitude;
- Highly motivated with strong work ethic ;
- Excellent computer skills, including Microsoft Office Suite;
- Valid drivers' licence would be an advantage.

The employment will be based on a fixed-term contract for 2.5 years (40 working hours per week), **starting on 15 January 2021**. Duty station will be Windhoek. For further questions regarding the vacant post, please contact Dr Lara Beer at sustainability@hsf.org.na or Dr Martin Schneider at martin.schneider@drfn.org.na. Applications including cover letter, CV and certificates should be send to sustainability@hsf.org.na and martin.schneider@drfn.org.na. **Closing date for applications is 20 November 2020.**