



Terms of Reference

Administrative Assistant

February 2025

BACKGROUND

The Green Climate Fund (GCF) accelerates transformative climate action in developing countries through a country-owned partnership approach and use of flexible financing solutions and climate investment expertise. It was established in 2010 within the framework of the United Nations Framework Convention on Climate Change (UNFCCC) as an operating entity of the Financial Mechanism to assist developing countries in addressing the impacts of climate change. Through channelling climate finance to developing countries, the GCF plays a crucial role in serving the goals of the Paris Agreement on climate change, adopted in 2015.

The Government of the Republic of Namibia, through the Ministry of Environment, Forestry and Tourism (MEFT), has successfully obtained a readiness grant of USD 3 million from the GCF to develop Namibia's National Adaptation Plan (NAP). This three-year (2024 – 2027) project entitled "Strengthening Adaptation Planning and Coordination in Namibia" will support multi-sectoral, medium- to long-term adaptation planning and budgeting, and promote the integration of climate change adaptation into development planning processes and policies. This GCF NAP readiness project will achieve this objective through four inter-related outcomes:

- Adaptation planning governance and institutional coordination strengthened;
- Evidence basis used to design adaptation solutions for maximum impact;
- Private sector engagement in adaptation catalysed; and
- Adaptation finance increased.

The Namibia Nature Foundation (NNF) will serve as a Delivery Partner for the NAP, supporting and overseeing project implementation. A Project Management Unit (PMU), housed at NNF, will be responsible for the implementation of the NAP. NNF, on behalf of the MEFT, is seeking to recruit a Project Administrative Assistant to provide administrative and logistical support and ensure operational effectiveness during the planning and implementation of activities to be carried out within the framework of the NAP project. This appointment duration will be for three (3) years, subject to annual performance reviews.

FUNCTIONAL RESPONSIBILITIES

Within the delegated authority and under the supervision of the NAP Project Coordinator, the Administrative Assistant will provide support in the following areas:

Human Resources

- Liaise closely with the NNF Human Resources and Office Manager in recording and maintaining recruitment files, ensuring all necessary documentation has been prepared and correctly filed;
- Support recruitment process (terms of reference, evaluation and selection process) to update the supervisor as necessary;



- Periodically review contracts and report to supervisors when extensions and consultant's evaluations are needed;
- Compile monthly activity reports and consultant invoices, for approval and payment management; and
- Ensure timely submission of timesheets to the NNF Human Resources and Office Manager or other delegated authority.

Finance and Procurement

- Facilitate the processing of contracts for consultants, partners or external suppliers that provide a good or service to the NNF, in accordance with relevant NNF policies and procedures;
- Maintain a list of suppliers, partners and consultants, and update when required in the NNF system;
- Perform market research and purchases necessary for office; and
- Support management of administrative supplies, office equipment, and updating inventory of items.

Communications and Workflow

- Support the National Project Coordinator in the timely preparation and submission of project work plans, budgets, financial reports, procurement plans, and progress reports;
- Manage incoming and outgoing correspondence, e-mails and telephone calls;
- Communicate routine and some non-routine information pertaining to the work of the PMU;
- Maintain a comprehensive database of relevant stakeholders relevant for the project to ensure the effective delivery of communication messages and materials; and
- Maintain office calendar and project filing system, arrange meetings and appointments, prepare associated agendas, and compile minutes; and

Travel

- Provide assistance to the team of consultants in the review of information and calculations made in the requests and settlements of travel expenses in accordance with the rules and policies of the NNF;
- Ensure vehicle log sheets are completed and submitted to the Project Accountant;
- Inform staff members of issues related to related administrative matters, such as travel requirements and documentation procedures; and
- Complete required documents, submit travel requests and settlements in the corresponding system and follow up until the corresponding approvals are obtained.



Event Management

- Research and propose potential event venues, considering capacity, accessibility, and logistics;
- Create a detailed event budget, including venue costs, catering, and printing. Monitor expenses throughout the planning process and make necessary adjustments;
- Manage event logistics including transportation, catering, registration, A/V equipment, and stage setup;
- Manage correspondence related to events: receive and respond to e-mails and phone calls;
- Ensure smooth event execution, and post-event reporting, all while maintaining clear communication with stakeholders and addressing potential issues with problem-solving skills.

EXPERTISE REQUIRED

- A Bachelor's degree in Business Administration, Project Management or similar degree;
- A minimum of 5 years of work experience performing operational and/or logistics and/or administrative tasks;
- A minimum of 5 years' relevant work experience, preferably in a donor funded project setting involving multilateral institutions;
- Demonstrated skills in programme management, capacity building and stakeholder management;
- Demonstrated work experience using computer tools (Microsoft Windows operating systems) and office automation (Microsoft Office: Word, Excel, PowerPoint), Internet Explorer, collaborative platforms (i.e., Teams) and virtual meeting platforms (i.e., Zoom);
- Experience of working and collaborating with government;
- Ability to effectively work in and coordinate with a large, multidisciplinary team of experts and consultants;
- Experience in the preparation of project budget, procurement plans, and progress reports is an added advantage; and
- Previous experience participating in community development, climate change and/or environmental projects is an added advantage.

REPORTING

The Administrative Assistant will work under the supervision of the NAP Project Coordinator.

ADMINISTRATIVE INFORMATION

The indicative starting date for the position is March, 2025 for three (3) years, subject to an annual performance review. Applications should be sent to cv@nnf.org.na, stating "Administrative Assistant – GCF NAP" in the subject no later than 17h00 on 20 February, 2025. The location of the assignment is Windhoek, Namibia. The application should include:

- A Curriculum Vitae describing previously accomplished work related to project administration;
- Cover letter with indication of availability; and
- Copies certified of academic qualifications.



Previously disadvantaged Namibians, women, disabled persons, and youth are encouraged to apply for this position. Only short-listed applicants will be contacted and invited for interview and no documents will be returned.