Job title: Project Administrator: Wildlife and Landscapes
Reports to: Program Coordinator: Wildlife and Landscapes

WWF Namibia is a dynamic, internationally known and locally rooted NGO, who since 1993 has worked to support the Namibian Government, Namibian Organizations and Namibian Communities to protect the country’s natural resources whilst at the same time seeking ways where Namibians can benefit from a sustainable nature-based economy.

WWF Namibia is seeking a Project Administrator: Wildlife and Landscapes to join our energetic team. We are looking to hire a passionate, creative, and dedicated professional, always willing to push the boundaries, a great team player and overall, a good human being, who understands and appreciates the value of leading by example.

We are driven by the WWF Core Values: Courage, Integrity, Respect and Collaboration

Main Function

Provide support to the Project Management Unit (PMU) in the Wildlife and Landscape Program in collaboration with the finance team as well as the operation team of WWF. Providing finance, administration and logistical support to the Wildlife and Landscape Team.

Key Responsibilities

1. Support the management of project budgets, expenditures, and compliance with annual workplans.
2. Assist with the monitoring and upkeeping of financial and technical progress.
3. Assist the PMU in preparing regular quarterly technical and financial reports.
4. Assist with procurement for projects according to donor and/or WWF standards.
5. Procure needed office supplies and control the distribution of acquired office supplies.
6. Prepare and maintain an inventory list for PMU assets and conduct regular checks and controls.
7. Assist with all logistical arrangements for workshops, conferences, and other PMU activities.
8. Assist with coordinating the development, sharing, implementation, and monitoring of the allocated projects, as well as partner annual work-plans and technical progress reports in accordance with WWF Network Standards or applicable donor standards.
9. Liaise with the grants team to facilitate smooth management of grants to partners.

Minimum Qualifications

Education and Experience

- Diploma in Project Management/Administration or related field; or at least three (3) years of experience in project administration or a relevant field.
- Knowledge of project finance and administration including good knowledge of donor procurement procedures and regulations.
• Administrative or financial experience would be an advantages especially in a national or international NGO.

**Skills and Abilities**

• Strong capacity to communicate with government agencies, local communities, civil societies, and other stakeholders.
• Computer literacy and good skills in Microsoft Word and Excel is critical.
• Proficient in the use of Microsoft Office and project management tools.
• Excellent communication and interpersonal skills.
• Strong organizational skills and attention to detail.
• Ability to handle multiple tasks efficiently and effectively.
• Strong analytical and problem-solving abilities.
• Ability to work collaboratively in a multidisciplinary team.
• A valid driver’s license.
• Willing and able to travel and work in remote areas for extended periods.

**To Apply:**

To apply, please submit your CV, cover letter, qualifications, and any other relevant supporting documents to hr@wwf.na by **09 May 2024**.