



Namibia Development Trust

Fostering self reliance among communities since 1987

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VACANCY

The Namibia Development Trust seeks to employ an Assistant Program Officer for the Hardap and //Karas regions

Period: Initial 5 months (July 2021 – December 2022) may be extended based on performance and funding.

Main roles:

- The role is mainly to provide administrative support towards the regional program activities and shall also include:
- Support to community based formations (Conservancies, Cooperatives, Waterpoint Committees, Community Trust, other CBO's) in the southern regions of Namibia (Hardap and //Karas regions) mainly in the areas of : governance and financial management, business and enterprise development and natural resources management.
- Assisting with technical support in the fields of proposal development, tourism concession development and the implementation and facilitation of joint venture business development
- Assisting conservancies with their climate smart and other project implementation activities.
- Maintain cooperation with government, collaborate with other partners and form networks with key role-players in the two regions.
- Assisting the Coordinator in serving as the NDT representative, when interacting with other stakeholders, when required.
- The promotion of integrated natural resources management approaches
- Assisting with the overall development work spearheaded by NDT in the two regions.

The successful candidate's profile:

- Grade 12 with additional qualification will be an added advantage
- Good computer and administrative skills
- Relevant academic and professional qualification and experience in community development, community conservation and development.
- Experience in facilitating participatory community development approaches will be an advantage
- Proficient in written and spoken English.
- Knowledge and competency in local languages (Nama Damara, Afrikaans, etc.) will be an added advantage.
- A strong team player and able to work synergistically within a team and with multiple partners.
- Experience in assisting community-based organisations in the relevant fields of support and implementing programmes and work plans and complying with policies, procedures and meeting set goals and targets
- Ability to design and deliver educational/training programmes for communities.
- Experience in supporting communities', results orientated with strong management skills. A self-motivated, responsible problem solver that achieves results with minimal supervision. Should have cultural sensitivity, integrity and reliability.
- Ability to generate innovative approaches, prepare donor proposals and produce reports of a high standard.

Other requirements and considerations: We are looking for someone who can start immediately. Therefore, a **candidate currently unemployed** that meets the job requirements and able to start immediately will receive preference. Ideally should have access to own transport and or driver's license will be an advantage. The person will ideally be based in Keetmanshoop with frequent travels throughout the two regions.

Applications will be evaluated on a rolling basis until the position is filled.

How to apply: If you feel you have the required skills and expertise please send your CV with a cover letter with three contactable references to: Renolda@ndt.org.na or jeanile@ndt.org.na. Only qualifying shortlisted applicants will receive replies. **Deadline for submissions – 28th June 2021, 17:00.**