



Position Information

Job title: Finance and Procurement Assistant

Project: Bridge Financing and Sustainable Financing Mechanism for State Protected Areas in Namibia (NamParks VI)

Report to: Finance and Procurement Officer

PROJECT OVERVIEW

Following the funding proposal from the Ministry of Environment, Forestry and Tourism (MEFT) to the German Government, an amount of Euro 4 million was allocated to Bridge Financing Project (No. 201365626) under the Programme for **Integrated Park Management II (Namibia Parks Programme V)** for Park Management activities. The purpose of the Project is bridging support to enhance the effectiveness of protected area management and wildlife crime prevention in Namibia's state-protected areas through supporting operational and investment costs. The project is effective from 01 July 2025 to 31 August 2027.

The **Sustainable Financing Mechanism for Namibia's State-Protected Areas (NamParks VI) Project (No. 202167526)** is allocated a grant of EUR 3 million to support the realignment of the Game Product Trust Fund with the view to upscale revenue generation, ensure better implementation capacity and to improve overall governance. The project is effective from 30.9.24 to 31.12.2029.

The grant funding for both projects is provided through the German Development Bank KfW. The projects are VAT exempt, meaning that project VAT expenditures are refunded by NamRA.

The position **Finance and Procurement Assistant** for both the Bridge Financing and Sustainable Financing Mechanism for Namibia's State-Protected Areas (NamParks VI) is a **contract position over 24 months**. He/She will work under the overall supervision of the Finance and Procurement Officer.

The following Project activities shall be financed from the grants in line with four of the six thematic programmes of the GPTF, including but not limited to:

1 - Park management and maintenance

- Operational support to selected fleet of light and heavy vehicles of the MEFT
- Maintenance of water infrastructure for wildlife and park stations
- Routine maintenance of park infrastructure
- Operational support to the MEFT helicopter
- Cover costs related to project-specific activities, workshops and meetings
- Finalization of pending park management plans
- Visibility and promotion of national parks
- Upgrading of park information signage
- Upgrading of ablution facilities in national parks

2 - Wildlife protection and law enforcement

- Supply food rations to anti-poaching units

3 – Human-wildlife conflict management

- Maintenance of vehicles and equipment of the MEFT Game Capture Unit
- Procurement of field equipment and veterinary supplies

Support towards building capacity of the MEFT and GPTF in line with implementation of the Sustainable Financing Mechanism

Duties and responsibilities:

The Finance and Procurement Assistant shall support the Finance and Procurement Officer in project-related procurement, disbursements, accounting, and financial reporting for the KfW disposition fund mechanism in line with both **Bridge Financing Project (No. 201365626)** and the **Sustainable Financing Mechanism for Namibia's State-Protected Areas (NamParks VI) Project (No. 202167526)**.

The Finance and Procurement Assistant will have the following specific duties:

- Support the preparation and implementation of all project-related procurements in line with the applicable rules and procedures;
- Support the Finance and Procurement Officer in ensuring that payments to contractors are being processed according to the applicable internal control system;
- Maintain records of all disbursements effected out of the Disposition Fund according to the applicable supply and service contracts and the cost categories agreed upon;
- Support the preparation and implementation of annual audits of the disposition fund by an independent auditor on the basis of Terms of Reference provided by KfW;
- Advise MEFT to pay the VAT portion of payments to contractors where applicable.
- Support the capturing, processing, reconciliation of all VAT transactions and timely submission of VAT refund claims to NamRA for the Disposition Fund account;
- Follow-up on and correction of VAT refund claims to ensure full refund of VAT payments to the Projects;
- Support the management of the Project assets and corresponding insurance cover as applicable;
- Support the transfer of all financial records and reports to MEFT upon project closure;
- Inform the Project Manager, MEFT and KfW immediately if irregularities are observed or if relevant problems occur;
- Support the Technical and Administrative Support Officer in the day-to-day management of the MEFT vehicle fleet supported by the Projects
- Assist with the facilitation of vehicle-related transactions for fuel and maintenance, at times outside of regular working hours.
- Any other reasonable and relevant task as assigned.

Qualification Profile

Through this project, the successful candidate will be expected to ensure compliant procurement and sound financial management of the Projects supporting operational and investment funding towards protected area management. Thus, the Project is looking for an early-career professional with the following profile:

Educational Background:

- At least Bachelor's Degree from certified tertiary education institution in relevant subject (accounting, financial management, procurement).

Professional Experience:

- At least 1 year of full-time professional experience in accounting, procurement, logistics and/or financial management.
- Proven professional track record in using accounting software.
- Proven knowledge of current Namibian VAT regulations.
- Advanced proficiency in Microsoft Office package, in particular Excel.

Other Essential Skills:

- Diligence and attention to detail.
- Readiness to work outside of normal office hours at times.
- Highest standards of work ethics and integrity.
- Strong interpersonal skills with the ability to establish effective working relationships in a multi-cultural, multi-interest, and multi-ethnic environment.
- High self-motivation, organizational skills, and teamwork.
- Professional command of English (both oral and written).

Additional Qualifications (Preferred):

- A valid Driver License.
- Membership in registered accounting body / certificate of practice.
- Proven professional track record in preparing financial reports and statements.
- Proven professional track record in procurement of goods and services of significant value in a project and/or enterprise context.
- Experience in preparing and facilitating independent audits.
- Professional experience working in donor-funded development projects.
- Genuine interest in contributing to nature conservation and in the preservation of Namibia's natural heritage