



Terms of Reference Project Management Unit

Circular Integrated Aquaculture-Horticulture Systems for Climate Resilience in Namibia
(NamiGreen) Project

Vacancy Announcement: *Finance and Administrative Officer*

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| Location | Windhoek, with extensive travel to project sites |
| Contract Duration | Full-time, 2 years contract (Subject to annual review performance and renewable subject to contract performance) |
| Application Due date | 14 April 2026 |

1. Project background:

The project "*Circular Integrated Aquaculture-Horticulture Systems for Climate Resilience in Namibia (NamiGreen)*" has been approved by the Global Environment Facility (GEF). The project will be implemented by the Ministry of Agriculture, Fisheries, Water and Land Reform (MAFWLR), with support from the United Nations Development Programme (UNDP) and the Food and Agriculture Organization of the United Nations (FAO). NamiGreen is a Full-Sized Project under the GEF-8 Food Systems Integrated Programme (FS-IP), with total funding of **USD7,445,260**. The project will be implemented under the National Implementation Modality (NIM) (UNDP) and Operational Partner Implementation Modality (OPIM) (FAO) from **2026 to 2031**.

Namibia's current food system is heavily reliant on livestock production, contributing to land degradation, biodiversity loss, and heightened vulnerability to climate change and water scarcity, which threaten food security and rural livelihoods. The NamiGreen project will promote sustainable, integrated aquaculture–horticulture systems as a resource-efficient alternative, advancing circular production systems and sustainable inland fisheries under the GEF-8 Food Systems Integrated Programme. The project aligns with Namibia's Sixth National Development Plan priorities, including climate adaptation, food and nutrition security, sustainable land and water management, and inclusive rural development, while supporting gender-inclusive natural resource management and enhancing resilience for marginalized communities and youth. The project targets five priority areas; Calueque-Oshakati Canal, Kavango West, Kavango East, Aminuis Springs, and Neckartal Dam, and 23 demonstration sites. It pilots integrated solutions for more sustainable food systems, emphasizing diverse approaches to food systems transformation, reducing the environmental impact of livestock through alternative protein sources, and expanding sustainable aquaculture with explicit links to land-based practices.

2. Reporting and Institutional Arrangements

The *Finance and Administrative Officer* will report to the Financial Advisor for financial matters in the MAFWLR, while working under the technical supervision of and to NPM

3. Duties and Responsibilities:

Under the guidance and supervision of the Project Manager, the Finance and Administrative Officer will carry out the following tasks:

- i. Provide general administrative support to the PMU, including filing, correspondence, meeting logistics, and travel arrangements.
- ii. Support organization of PSC meetings, workshops, trainings, and stakeholder engagements.
- iii. Assist with onboarding of consultants and service providers, including contract administration support.
- iv. Keep records of project funds and expenditures, and ensure all project-related financial documentation are well maintained and readily available when required by the Project Manager, UNDP and FAO.
- v. Review project expenditures and ensure that project funds are used in compliance with the UNDP and FAO Project Documents and respective financial rules and procedures of government;
- vi. Provide necessary financial information as and when required for project management decisions.
- vii. Ensure all financial documentation is complete, well-organized, and audit-ready at all times.
- viii. Provide necessary financial information during project audits;
- ix. Review annual budgets and project expenditure reports, and reports to the Project Manager if there are any discrepancies or issues.
- x. Consolidate financial progress reports submitted by the responsible parties for implementation of project activities.
- xi. Liaise and follow up with the parties responsible for implementation of project activities in matters related to project funds and financial progress reports.

4. Education

A tertiary qualification such as a Bachelor degree in Accounting, Finance, or Business Administration, or a Bachelor degree in Economics with a focus on financial management, project administration or similar field .

5. Experience

A minimum of 3 years of relevant and practical experience

- i. A valid driver's license is required
- ii. Experience with donor-funded or development projects (UNDP, FAO, SADC or similar) is an asset.
- iii. Experience supporting audits, financial reporting, or procurement processes is desirable.
- iv. Proficient in Microsoft Office package
- v. Excellent verbal and written communication skills in English

- vi. Excellent organizational skills
- vii. Goal-oriented and self-motivated
- viii. Demonstratable ability to multitask, work under pressure and pay attention to detail
- ix. Ability to work independently with minimum supervision as well as to work as part of a team.

Language: Fluency in English, including report writing, good communication skills

6. Application procedure

Interested candidates should apply via this link: [Application form: Finance and Administrative Assistant \(NAMIGREEN\)](#)

Enquiries should be submitted to:

Mr. Johannes Hamukwaya

Email: Johannes.hamukwaya@mfmr.gov.na

Tel: +264 61 205 3046

Cell: +264 81 142 0319 or 0811227799

Interested candidates should submit the following by the closing date of 14 April 2026, 17h00. No late applications will be accepted.

- i. A cover letter and
- ii. A detailed curriculum vitae
- iii. Relevant qualifications