

**Terms of Reference**  
**Project Management Unit**

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

**Vacancy Announcement: National Project Manager**

<b>Location</b>	Windhoek, with extensive travel to project sites
<b>Contract Duration</b>	Full-time, 2 years contract (Subject to annual review performance and renewable subject to contract performance)
<b>Application Due date</b>	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: Consisting of 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 National Project Manager (NPM) will report to the Director: Directorate of Aquaculture and Inland Fisheries (DoAIF) in the MAFWLR, while working under the technical supervision of UNDP and FAO. The NPM will also serve as the secretary to the Project Steering Committee (PSC).

## 3. Duties and Responsibilities:

*The National Project Manager, will be responsible for the overall management and delivery of the outputs and overall outcomes of the project, including the mobilization of all project inputs, supervision over project staff, consultants and sub-contractors, and direct liaison with UNDP and FAO.*

Specifically, he/she will carry out the following tasks:

- i. Manage the overall conduct of the project.
- ii. Deliver the inception phase and launch of the project, including project stakeholder engagement planning and execution, work and budget planning, as guided by the UNDP and FAO, and prepare the inception report.
- iii. Plan the monthly, quarterly, and annual activities of the project and monitor progress against the approved workplan.
- iv. Execute activities by managing personnel, goods and services, training and low-value grants, including drafting terms of reference and work specifications, and overseeing all contractors' work.
- v. Monitor events as determined in the project monitoring plan, and update the plan as required.
- vi. Provide support for completion of assessments required by UNDP and FAO spot checks and audits.
- vii. Manage requests for the provision of UNDP and FAO financial resources through funding advances and direct payments.
- viii. Monitor financial resources and accounting to ensure the accuracy and reliability of financial reports.
- ix. Ensure equitable deployment of financial resources across the project sites as guided by the project document,
- x. Monitor progress, watch for plan deviations, and make course corrections when needed within PSC-agreed tolerances to achieve results.
- xi. Ensure that changes are managed and problems addressed.
- xii. Perform regular progress reporting to the PSC as agreed with the PSC, including measures to address challenges and opportunities.
- xiii. Prepare and submit financial reports to UNDP and FAO on a quarterly basis.
- xiv. Manage and monitor the project risks – including social and environmental risks - initially identified and submit new risks to the PSC for consideration and decision on possible actions if required; update the status of these risks by maintaining the project risks log.
- xv. Capture lessons learned during project implementation.
- xvi. Prepare revisions to the multi-year workplan, as needed, as well as annual and quarterly plans if required.

- xvii. Deliver the inception phase of the project, including project stakeholder engagement planning and execution, work and budget planning, as guided by the UNDP and FAO, and prepare the inception report.
- xviii. Ensure that the indicators included in the project results framework are monitored annually in advance of the GEF Project Implementation Report (PIR) submission deadline so that progress can be reported in the GEF PIR.
- xix. Prepare the GEF PIR.
- xx. Assess major and minor amendments to the project.
- xxi. Monitor implementation plans including the gender action plan, stakeholder engagement plan, and any environmental and social management plans.
- xxii. Monitor and track progress against the GEF Core indicators.
- xxiii. Support the Mid-term review and Terminal Evaluation process.
- xxiv. Liaise with stakeholders, development partners on similar initiatives to maximize project impacts
- xxv. Represent the project at all important stakeholders' meetings/workshops.

*Above duties will be charged under Project Management Cost: 30% of the time* Project Manager will support and guide the project with technical advice to the following activities:

- i. Develop multi-user guidelines and training materials to introduce economy principles to achieve transformation towards sustainable integrated aquaculture-horticulture systems aimed at optimizing land-use practices.
- ii. Assist in implementation of the respective National Inception Workshop on project sites
- iii. Assist in implementation of the training courses on: farm management; technical aspects of integrated, circular systems; business cycle; climate resilience; good aquaculture-horticulture management practices; farm feed production and management; calendar of seeding and harvesting; and climate smart agriculture.
- iv. Develop market assessment and penetration strategies.
- v. Identify activities within the food value chain for aquaculture-horticulture and small inland fisheries.
- vi. Creating and managing the document repository.
- vii. Creating and managing the web site, stakeholder engagement and communication strategy.

#### **4. Minimum requirements**

##### **a) Education**

Advanced tertiary qualification (at least a Master's Degree) in a discipline relevant to aquaculture or agriculture, environmental management, preferably with a focus on agricultural economics or related experience and institution building.

##### **b) Experience**

The selected candidate is expected to have more than 5 years demonstrated successful experience in Project management roles;

- i. A valid driver's license is required
- ii. Demonstrated experience managing donor funded projects (e.g. UNDP, FAO, EU, SADC, GEF, GCF or similar)
- iii. Experience in Project management with evidence of delivery of good results on time, and within budget.
- iv. Experience in managing people, finance and budgets.
- v. Experience in the preparation of work programmes, budgets and the provision of management and financial reports.
- vi. Experience in developing performance indicators, monitoring, evaluating and reporting on complex Projects.
- vii. Demonstrated diplomatic and negotiating skills.
- viii. Demonstrated experience working in remote areas across Namibia's 14 Regions.
- ix. Demonstrable excellent English verbal and written communications skills, both at a technical level and in the preparation of information destined to the general public.
- x. Previous experience in the operational aspects of UN or similar donor funded projects with a focus on capacity building and rural development in developing countries.
- xi. Experience in managing the work of consultants, work as part of an inter-disciplinary and/or multi-cultural team.
- xii. Proficiency in Excel, Word, PowerPoint, and MS Office as well as virtual communication software such as MS Teams, Zoom or Google meets.

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

## **5. Application procedure**

Interested candidates should apply via this link: [Application form - National Project Manager \(NAMIGREEN\)](#)

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
- ii. A detailed curriculum vitae and
- iii. Certified copies of relevant qualifications