



Ministry of Environment, Forestry and Tourism

## **PROJECT ASSISTANT TERMS OF REFERENCE (TOR)**

**Position:** Project Assistant

**Project:** Spatial Biodiversity Assessment, Prioritization, and Planning (SBAPP) Project

**Location:** Windhoek, Namibia

**Duration:** 1 June 2026 – 30 June 2027

**Reporting to:** Project Coordinator

**Enquiries:** [Tunehafo.Gottlieb@mef.gov.na](mailto:Tunehafo.Gottlieb@mef.gov.na)

### **1. Background**

The Ministry of Environment, Forestry and Tourism (MEFT) is implementing the project titled 'Building biodiversity knowledge for action in Southern Africa: Spatial Biodiversity Assessment, Prioritization and Planning in South Africa, Namibia, Mozambique and Malawi' ('SBAPP Project'), funded by the the Agence Française de Développement (AFD) and the Fonds Français pour l'Environnement Mondial (FFEM). The project, which runs until June 2027, aims to improve biodiversity assessments for species and ecosystems in the four countries, and assist with their application in biodiversity prioritisation and planning. The project is implemented by the Ministry of Environment, Forestry and Tourism (MEFT), in collaboration with the Namibia University of Science and Technology (NUST), the National Botanical Research Institute (NBRI), and the National Museum of Namibia (NMN). Effective administrative and technical support is critical to ensure smooth project implementation, coordination, and documentation.

### **2. Objectives**

MEFT is pleased to announce a call for applications for a Project Assistant. The Project Assistant will provide technical, administrative and logistical support to the project team, ensuring timely execution of activities, proper documentation, and efficient coordination with the project partners and stakeholders.

### **3. Scope of Work**

The Project Assistant will be responsible for:

#### **3.1. Technical and Project Support**

- Contribute to the development and submission of timely progress (semi-annual) and annual technical, as well as final reporting, to meet donor requirements
- Contribute to the submission of quarterly reports to the Department of Environmental Affairs and Forestry

- Take part in project technical meetings
- Ensure project documentation is up-to-date, properly stored, and easily accessible.

### **3.2. Administrative Support**

- Maintain organised filing systems for project documents, reports, and correspondence (electronic and hardcopy).
- Draft and format official documents, letters, and reports under the guidance of the Project coordinator.
- Track project timelines, deliverables, and support reporting processes.
- Assist with minor financial documentation, such as submitting invoices to the EIF

### **3.3. Coordination and meeting support**

- Organise project meetings, workshops, and stakeholder consultations, including scheduling, sending invitations, and preparing agendas.
- Take accurate meeting minutes and ensure timely circulation to stakeholders.
- Support travel and logistics arrangements for project staff and stakeholders.

### **3.4. Communication and general support**

- Contribute to communications activities and presentations of the project.
- Work with the MEFT communication task team, including the Public Relations Officer, to develop a communication and outreach strategy to increase awareness of the project.
- Assist in preparing presentations, visual materials, and outreach content for workshops, meetings, and other stakeholder engagements.

### **3.5. Other:**

- Any other relevant task requested by the Project Coordinator.

## **5. Qualifications and experience**

- Bachelor's degree in Environmental Science, Natural Resource Management, or related fields.
- Minimum of 2 years' experience in administrative or project support, preferably in environmental projects.
- Strong organisational, communication, and interpersonal skills.
- Proficiency in MS Office Suite and basic data management tools.
- Experience in biodiversity or environmental projects is an advantage.
- Highly organised, planning-oriented, fast learner, and willing to continue learning.
- Proven excellent inter-personal and communication skills, mature and capable of building efficient and effective communication with different parties
- Good interpersonal and teamwork skills, showing the ability to understand the team's needs and her/his role in supporting the team to achieve the institutional objectives.

- Ability to work consistently, with energy, positivity and constructive attitudes.
- Strong sense of responsibility, ability to perform effectively under time pressure, to define priorities and to meet deadlines.
- Excellent, fluent spoken and written English.

#### **6. Applications are to include:**

- An application letter indicating skills and interests relevant to the position;
- full CV;
- certified copies of academic record/transcript and the highest qualification;
- certified copy of ID;

#### **6. Reporting**

The Project Assistant will report directly to the Project Coordinator and work closely with project partners and stakeholders, as required.

#### **7. Duration**

The duration of the contract will be from 1 June 2026 to 30 June 2027.

#### **Applications should be submitted to:**

Ms Tunehafo Gottlieb  
SBAPP Project Coordinator  
Ministry of Environment, Forestry and Tourism Head Office  
Crn of Dr Kenneth Kaunda Street and Robert Mugabe Avenue

**Due Date:** 30 April 2026