



**NAMIBIA NATIONAL
FARMERS UNION (NNFU)**

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Project Coordinator Vacancy Position

NAMIBIA NATIONAL FARMERS UNION (NNFU)

December 2022

Background

The Namibia National Farmers Union (NNFU) is a constitutionally mandated organisation which is a national federation of regional farmer's unions. It was established in 1992 to serve as a mouthpiece for the Namibian communal and emerging farmers. Fourteen Regional Farmers Unions are currently affiliated. It is a non-profit organisation and its main source of income is generated through the donors and levies imposed on livestock and crop, and meat and crop products, that are sold. The constitution of NNFU provides a platform for the organisation to conduct a congress for every five years where leaders are democratically elected.

Primary purpose of job

The Project Coordinator works under the overall strategic supervision of Programme manager. He/she plans, leads, manages and coordinates the day-to-day implementation and coordination of the Conservation Agriculture Intervention project activities in the Zambezi, Kavango East and Kavango West regions. He/she guides, supports and advises the stakeholders at regional level within the project objectives and budget. He/she implements the project workplan as set out by the NNFU strategic objectives, facilitate training and developments for farmers, monitoring and evaluation, oversee the administration of all activities including financial management, reporting, project visibility, data collection, farmers support and maintain community & donor relations. Specific general key responsibilities include the followings:

- Coordinate and perform project implementation activities of NNFU based on the project workplan
- Support Zambezi (Likwama), Kavango East and Kavango West Regional Farmers Unions on their activities
- Perform and demonstrate effective communication internal and external stakeholders;
- Support the research activities of Namibia University of Science and Technology (NUST) under broader context of CA-SASSCAL funded activities.
- Responsible for organizing projects related events which include, agricultural shows and exposure visits

- Contribute to advocacy and policy lobbying by driving relationships with a diverse group of stakeholders, including private sector, government and international organizations.

Duties and Responsibilities

Key Performance Areas	Duties
1.0 Project Coordination and implementation	1.1 Develop quarterly project workplan and procurement plan. 1.2 Coordinate outreach activities including local level implementations, direction and supervision of field operations, logistical support, review of technical outputs/reports, measurement /assessment of project achievements; 1.3 Participate in the regional project steering committee meetings including leading the planning process; 1.4 Capture CA forum interventions per region and specific duties for NNFU in CA interventions 1.5 Compiles and submits timeously technical and financial reports to the supervisor; 1.6 Ensure projects meet expectations with respect to donor requirement and NNFU mandate including quality, budget, delivery, timelines, and strategy; 1.7 Responsible for resolving cross-functional issues for the projects. 1.8 Assume primary responsibility for adherence to the approved budget and ensure timely and accurate implementation, reporting, undertake and supervise financial transactions of the project.
2.0 Stakeholder Management	2.1 Participate in CA forums; 2.2 Coordinate with the Ministry of Agriculture, Water and Land Reform for site visitation, area mapping and related activities; 2.3 Forge and maintain close working relationship with other NNFU departments and stakeholders; 2.4 Manage stakeholders’ expectations and participation by providing supports in training and development of stakeholders and beneficiaries; 2.5 Seek engagements to promote opportunities for the project

	<p>2.6 Mobilise, foster and strengthen strategic partnerships with key stakeholders and other relevant multilateral and bilateral organisations to advance and support the interest of NNFU;</p> <p>2.7 Contribute to advocacy and policy lobbying by driving relationships with a diverse group of stakeholders, including private sector, government and international organizations.</p> <p>2.8 Implement stakeholders’ relationship activities as directed by Zambezi (Likwama), Kavango East and Kavango West RFUs.</p>
<p>3.0 Farmers Support</p>	<p>3.1 Conduct site visitations and back up within the regions (3) for all NNFU activities</p> <p>3.2 Implement exist strategy for project closure, ensure farmers receive continuous support.</p> <p>3.3 Facilitate training for the farmers</p> <p>3.4 Monitor activities of stakeholders and consultants ensure reporting is in line with the regional mandate</p>
<p>4.0 Knowledge management and visibility</p>	<p>4.1 Hold awareness meetings within the regions in collaboration with Ministry of Agriculture, Water and Land Reform</p> <p>4.2 Plan and organize meetings and workshops at site level, including assistance in the design, supervision and where possible delivery of the training and outreach activities within the demonstration area</p> <p>4.3 Conduct, organise and facilitate instructor training</p> <p>4.4 Identify potential training providers/ consultants based on the farmers training needs</p> <p>4.5 Ensure capacity development for community members</p>
<p>5.0 Monitoring & Evaluation support role (M&E)</p>	<p>5.1 Contribute towards the monitoring and evaluation framework including overseeing its implementation, monitoring and reporting;</p> <p>5.2 Formulate quarterly reports and draw up information that feeds into the annual reports</p>

	<p>5.3 Cooperate and liaise with external, independent evaluators at Mid Term and End Evaluation of projects and programmes</p> <p>5.4 Consolidate and maintain database and reporting system which allows easy capturing and access of membership for the 3 RFUs.</p>
6.0 Data Collection	<p>6.1 Collect and collate data through regular participatory evaluation sessions</p> <p>6.2 Manage quality control and timely delivery of project outputs;</p> <p>6.3 Identify beneficiaries of the Project and Liaise with M & E to facilitate data collection for record keeping, monitoring and reporting.</p>
7.0 Administrative and communication roles	<p>7.1 Supervise the maintenance of the project inventories.</p> <p>7.2 In collaboration with colleagues in other departments, prepare contractors' Terms of Reference (ToR) related to project activities.</p> <p>7.3 Perform a wide variety of administrative, organizational and secretarial duties effectively.</p> <p>7.4 Receives purchase requests, source quotations and places orders on suitable suppliers</p> <p>7.5 Handle the project account (petty cash).</p> <p>7.6 Drive NNFU membership registration and support to RFUs and FAs.</p> <p>7.7 Facilitate organizational and stakeholders' events.</p>

Key Competencies

- Good verbal and written English communication and reporting skills;
- Networking, planning and organization skills;
- Training knowledge and community development skills;
- Knowledge of the agricultural sector and farmers union environment;
- Stakeholder development and management;
- Must have exceptional organizing, coordinating and planning skills
- Must be able to work precise and detailed according to laid down procedures
- Must have excellent time management
- Conflict resolution
- Must be energetic and self-driven
- Ability to work under pressure

Reporting Line

- The Project Coordinator will report to the Program Manager and oversight relation with M&E/Administrator Coordinator and Finance and HR Manager.

Nature of the employment

- A 3 year contract position, renewable depending on the availability of funds and staff performance.
- The position will be based in Katima hosted by Likwama Regional Farmers Union but conducting periodical regional visits, to support Kavango East RFU and Kavango West RFU.

Required Qualifications:

- Advanced university degree in a relevant field such as Agriculture, Social or Natural sciences, project management or development studies.
- Specialization on crop production and marketing is an added advantage
- Relevant specialized courses in project management would be an advantage.
- Possess valid Code BE driver's license.

Required Experience:

- A minimum of 8 years practical working experience in general project related work, with main focus on projects administration and crop production interventions.
- Creative and self-driven.
- Proficient in the use of computer and presentation.
- Knowledge and experience with NNFU and farming activities will be advantageous.
- Proven writing and communication skills.
- Past experience in conducting evaluations such as baseline survey, mid-term and final evaluations will be an added advantage.
- Proven experience in training and transfer of knowledge.

Application procedures

- A motivation letter as a cover letter
- Comprehensive CV with traceable references
- Unreturnable certified copies of documents

All interested candidates should address their comprehensive application to:

NNFU Finance and Human Resources Manager

Namibia National Farmers Union Axali Doeseb Str 4

P O Box 3117 Windhoek

Enquires at: Email: kaura@nnfu.org.na; Tel: 061 -271117 / 271 294

Only short-listed candidates will be contacted and no documents will be returned. Short listed applicants will be interviewed at the cost of the applicant.

NO FAXED OR E-MAILED APPLICATIONS WILL BE ACCEPTED

CLOSING DATE FOR APPLICATIONS: 12 December 2022