

# Community Conservation Fund of Namibia

## VACANCY

### THE ORGANISATION

CCFN is a not for gain association aiming to promote and support communal conservancies and related community-based natural resources management initiatives. It is a newly established Namibian organisation, consisting of a board and founding members who have distinguished track records in social and environmental advocacy and business. There are currently 83 communal conservancies in Namibia that work to sustainably manage their wildlife and other natural resources to improve the livelihoods of conservancy members. CCFN has a clearly defined role in support of community-based natural resource management, and aims to serve primarily as a conduit between donors and conservancies.

The organisation is seeking for a Project Finance and Procurement Officer for an upcoming donor funded Project with a duration of 48 months and to support the global work of the organisation. The incumbent must be an open-minded, dynamic and energetic individual whose skills set, experience and knowledge is capable producing results under minimal supervision. If you can clearly communicate to others in a way that will inspire them and if you are keen to take on new and stimulating endeavor that will offer you the opportunity participate in sustainable transformation, then this position will appeal to you.

### PROJECT FINANCE AND PROCUREMENT OFFICER

#### THE POSITION

The Incumbent will report to the CEO and will be responsible for oversight and execution of the project and secretariat's financial management, procurement and accounting system.

#### Key areas of focus will be;

- Financial Planning: Preparation, monitoring and reporting of/on budgets
- Financial Management: manage all financial operations for the project in accordance with donor rules, prepare regular financial reports, update regularly the finance costing table of the project, prepare for financial audits each year, process transactions in accounting software (Acumatica), Cashflow planning, Submission and follow up of VAT claims, payment requests, preparation of reconciliations
- Procurement: Supporting and supervising all tender

processes, drafting of terms of references and contracts, ensures timely payment of contracts for works.

- Reporting: Prepare monthly and periodic reports for internal and external use
- Administrative Management: Maintain proper filing system, Implementation of project activities and assist with organizing events, minuting and other administrative duties

#### THE PERSON

##### Minimum academic and experience requirements

- Degree in accounting and/or finance or equivalent.
- At least five years' working experience in accounting/ financial management. Experience with international donor funded projects will be an added advantage
- Accounting articles will also be an added advantage
- Oral and communication skills in English (and at least one other local language), including a demonstrated capability to work and communicate with both scientists and non-scientists.
- Strong knowledge of Excel
- Knowledge of various accounting systems will be an added advantage

##### COMPETENCY REQUIREMENTS:

- Analytical skills to carry out review of proposals identify programme performance trends and draw lessons learned.
- Demonstrated problem solving ability and aptitude for field work.
- Cross-cultural sensitivity with demonstrated listening and diplomatic skills.
- Valid driver's license will be an added advantage.

#### INTERESTED

We offer a market related salary scale for a duration of 48 months, candidate will be stationed in Windhoek and occasional travel may be expected at different times through the project. The closing date is 14th May 2019. Suitably qualified Namibians are encouraged to apply. We request that you e-mail your in PDF format to [info@ccf-namibia.org](mailto:info@ccf-namibia.org) for the attention of Mr. T. Makiwa. Only electronic with CV's will be accepted. In the event that you do not receive any acknowledge of your application within 5 working days, please contact us on 061 230 888. Kindly be advised that.