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| NNF logo new 2013 | **Namibia Nature Foundation Job Description** **Job Title:** Office Manager**Job Grading: D2****Location:** Windhoek, Namibia**Reports to:** Executive Director**Supervises:** Admin Staff |

1. **Overall Objective**

The Office Manager is responsible ensuring the smooth and effective management and administration of the NNF Offices and staff and supporting the creation of a positive work environment. He/She reports to the Executive Director.

**B. Key duties and responsibilities:**

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| **Responsibilities** | **Tasks / Activities** |
| **Oversee the management and administration of the NNF and its staff by:**  | * Managing staff recruitment, contracting, support, supervision, evaluation, training and record keeping;
* Promoting a positive and constructive NNF working environment;
* Overseeing the personnel management of NNF staff, including adherence to contractual responsibilities and to NNF policies, staff leave, payroll, performance appraisals, salary increases;
* Managing the NNF staff study loans;
* Taking primary responsibility for day to day office administration and supervision, including supervision of administrative support staff;
* Scheduling and attend meetings as necessary, and ensure all regular NNF meetings take place as planned and are properly documented;
* Overseeing maintenance of NNF main filing system by NNF Receptionist and Administrative Assistant, and the opening of new files on the system as projects are taken on;
* Overseeing the administration of the NNF vehicle fleet;
* Ensuring staff and offices are adequately equipped for work to run smoothly;
* Liaising with IT support services to ensure the office network and server are operating properly and safely;
* Overseeing Receptionist and Administrative Assistant’s liaison with security support service providers such as armed response and alarm maintenance;
* Providing support to the finance department, including with the drawing up of Financial Services agreements and the daily processing and issuing of payments;
* Providing administrative support to NNF Project Coordinators as needed in the implementation of their projects.
* Works with line managers to identify personal growth options for NNF staff.
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| **Provide leadership and promote institutional pride and commitment: through example, work ethic and professionalism by doing the follow activities:**  | * Adhering rigorously to the practices, policies and principles adopted by the NNF, and promote responsibility and accountability in all staff;
* Working closely with the Director and Financial Manager, providing support and assistance to ensure NNF’s optimum performance and functioning.
* Builds relationships with partners and staff members
* Participates in opportunities for personal growth contributing to an improved NNF
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| **Promote Institutional development and growth through innovative planning, strategic thinking and support to NNF staff and partner organisations by:** | * Contributing to the development of both annual and long-term strategic work planning processes, and support the implementation of such plans;
* Providing support and guidance to NNF staff and those of partner organisations to achieve the goals and objectives of the organisation;
* Managing the maintenance, review and updating of the NNF Operations Manual as necessary and appropriate, with reference to such documents / bodies as the Namibian Labour Act and the Social Security Commission.
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| **At operational level, help plan, implement and manage projects and programmes as appropriate by:**  | * Providing coordination and reasonable logistical support to projects, programmes and their personnel;
* Drawing up MoUs, ToRs, contracts and agreements as required;
* Assisting with project reviews as required;
* Providing back-up where needed at project and donor meetings;
* Assisting and support as necessary with project publicity;
* Managing project staff contracting and record keeping, and manage or assist with project staff recruitment.
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| **Help develop and strengthen networking and institutional links with NNF clients such as project executants, partners, donors, corporate institutions and partner organisations by:**  | * Representing the NNF at meetings, functions and on committees;
* Managing NNF e-mail correspondence.
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| **Promote the good name and image of the NNF through strategic public relations, production and distribution of promotional material by:**  | * Assisting in the development and implementation of a PR strategy;
* Preparing or assist with press releases and promotional materials such as the NNF newsletter, brochure and the annual report;
* Organising the NNF Annual Function.
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| **Support the Director as and when required, and take on any other jobs of a similar nature that will further the interests and well-being of the NNF by:**  | * Reporting to the Director.
* Supporting the Board of Trustees and provide secretarial and logistical services for their meetings;
* Taking on any other tasks and duties, at own initiative or on request, that will further the interests and well-being of the NNF.
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**C. Desired Qualifications and Experience**

This position requires:

A good university degree

At least 7 years’ work experience, including organizational development, business administration and people-management experience.

**D. Knowledge, skills and abilities**

A working knowledge of the field of labour law and practice; and in-depth knowledge of the organizational procedures. Some background knowledge of environmental issues would be helpful but not critical.

A demonstrable, working knowledge of computing, particularly in Word, Outlook, Access, Excel, PP and Publisher

Good command of written and spoken English

An ability to communicate with a wide range of people

A readiness to work with people with widely differing belief systems and personal circumstances

Enthusiasm and flexibility

A punctual and reliable attitude

Demonstrable sympathy towards understanding of and commitment to aims and objectives of NNF