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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. |
| **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 |
| **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. |
| **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. |
| **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. |
| **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. |
| **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