



## VACANCIES ANNOUNCEMENT:

The Southern African Science Service Centre for Climate Change and Adaptive Land Management (SASSCAL) has been established by five Southern African countries: Angola, Botswana, Namibia, South Africa and Zambia with financial support from the Federal Republic of Germany. The Federal Ministry of Education and Research (BMBF) is SASSCAL's main Donor. The overall objective of SASSCAL is to improve the livelihoods of people and to enhance adaptive land use and sustainable economic development in Southern Africa under global change conditions with particular focus on five thematic areas of Agriculture, Biodiversity, Climate, Forestry and Water. SASSCAL focuses on research, capacity development and the provision of appropriate products and services aimed at mitigating and/or dealing with some of the likely impacts of Climate Change.

### Post: PROGRAMME OFFICER

SASSCAL invites application for the position of **PROGRAMME OFFICER** in Namibia National Node's Office. The Programme Officer will be responsible for assisting the Programme Coordinator in managing the Namibia Node SASSCAL Research and capacity building programmes. Under the direct supervision of the Programme Coordinator, the Programme Officer is expected to contribute to effective management and execution of SASSCAL programme towards achieving SASSCAL's.

**Duty station:** Namibia National Office, Windhoek, Namibia.

### Major Responsibilities:

- Support the nodes office with planning and coordinating SASSCAL's Research Programme and its activities.
- Participate in the implementation of policies and practices including all related research projects.
- Assist with scheduling and organizing meetings/or events and provide secretariat services whenever necessary.
- Ensure technology is used correctly for all operations such as presentations, video conferencing.
- Keep updated records and create reports and or proposals.
- Participate in resources mobilization activities of the organization.
- Contribute to program monitoring, evaluation and periodic reporting related to the programme.
- Assist the nodes office with all communication related to national partners in the countries, including government officials, universities and research institutions, and local organization in SASSCAL related projects.

- Supports the Nodes office to identify national research priorities with regional relevancy.
- Assist with project impact planning by identifying tangible projects and spelling out objectives to be achieved.
- Support the development of products and services.

#### **Minimum Educational Qualification Requirements:**

A MSC in Natural Science with Climate Change Research Component or a Research Based MSC in Natural Science and Climate Change. An MBA will be an advantage.

#### **Minimum Experience Requirements:**

Three (3) years progressively responsible experience in providing strategic support to research and data analysis, knowledge management or project/programme management.

#### **Skills, Knowledge and Experienced Required:**

- Proven experience as project/program technical assistant including coordination or relevant position.
- Knowledge and understanding of project/program management and development procedures.
- Knowledge of bookkeeping and reporting.
- Proficient in MS office, remote sensing and GIS will serve as an advantage.
- Ability to work with diversity and multi-disciplinary teams.
- Excellent time-management and organizational skills.
- Outstanding verbal and written communication skills.
- Detail-oriented and efficient.

#### **Special requirements:**

Excellent writing, communication and presentation skills in English. Ability to work effectively under pressure. Ability to maintain pleasant working relationships with individuals of different national and cultural backgrounds. Willingness to travel extensively in the region. Experience in similar position with regional or international organizations is referred.

#### **LANGUAGES**

Excellent knowledge of English (both oral and written). Knowledge of other official languages of SADC would be an advantage.

**NB:** The Executive Director may appoint a candidate at a grade below the advertised grade of the post, with the possibility of promotion to that grade within three years of appointment, subject to satisfactory appraisal of performance.

#### **APPLICATION PROCESS:**

- The deadline for applications is **7<sup>th</sup> February 2023**.
- Applicants should send a cover letter and a CV with details of relevant experience and three traceable referees.
- Applications should be sent to:

The Executive Director, Dr. Jane Olwoch  
SASSCAL Regional Secretariat  
28 Robert Mugabe Avenue (Corner of Robert Mugabe and Newton Street)  
P. O. Box 87292  
Windhoek  
E-mail: [hr@sasscal.org](mailto:hr@sasscal.org)

Please note that only short-listed applicants will be notified by the **31<sup>st</sup> March 2023**.  
For further information, please visit <https://opportunities.sasscal.org/>

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