



## **VACANCIES ANNOUNCEMENT:**

### **ORGANIZATION**

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.

### **PROJECT BACKGROUND**

SASSCAL is committed to delivering clean, safe, and reliable energy through the CP\_Green\_Energy\_H2 project to better the lives of the people in southern Africa Development Community (SADC) countries. SASSCAL is responsible for coordinating and overseeing all green hydrogen and renewable energy projects in southern Africa and greater SADC region, including Namibia on behalf of BMBF. The project is responsible for identifying the enabling factors and facilitating the scale-up of the pilot projects in the SADC countries, collating all data and reporting on renewable energy and green hydrogen, and increase their visibility through regular publications. Furthermore, services related to renewable energy and green hydrogen will be exploited and developed to respond to the needs of the region and report the project progress, strategy, and deliverables to BMBF.

The scientific exploitation of the results is the most important method of exploitation. It takes place during and immediately after completion of the project in the form of publications and conference contributions. Further, the project results are to be made accessible to a broad circle of representatives from science, politics, civil society, and business. To enhance capacity development, the project also aims to train young scientists and strengthen the industry's competence in renewable energy, green hydrogen, and energy efficiency in SADC countries.

### **POSTS: (1) PROJECT Assistant; 2) PROJECT SUPPORT\_GENERAL**

SASSCAL invites applications for the following positions: (1) Project Assistant; (2) Project Support\_General at the SASSCAL Secretariate. The duties that fall under the scope of these positions are diverse. They range from the mundane (not exciting) tasks to critical tasks that are fundamental to the project's success. These position holders will be reporting to the Contracts and Grants Manager SASSCAL Secretariate.

**DUTY STATION: SASSCAL Secretariate, Windhoek, Namibia.**

Under the direct supervision of the Contracts and Grants Manager, the incumbent will perform the following duties:

**MAJOR RESPONSIBILITIES:**

- Engage with different stakeholders
- Assist in compiling, maintaining, and updating project plans, risks and issues
- Organize office supplies as needed and assist project team members in any duties which enable project delivery e.g., procurement, organizing and maintaining training, registers, taking delivery of items.
- Schedule meetings and take minutes.
- Track project resources and expenses.
- Project Administration
- Prepare requested documents for team members.
- Conduct research for team members.
- Write project reports.
- Any other tasks related to the project as determined by your supervisor

**MINIMUM EDUCATIONAL REQUIREMENTS:**

- A degree in business management, business administration, Management, Project management or a related field.
- A diploma in in business management, business administration, Management, project Management or a related field is acceptable for the Project Support\_General position
- Prior experience as a project administrator, tender management, grants, proposals, or a related administrative role.
- Attention to detail.
- Excellent interpersonal and communication skills.
- Excellent organizational skills.
- Proficiency with Microsoft Office.

**MINIMUM EXPERIENCE REQUIREMENTS:**

A minimum of two (2) years' experience working in an institution dealing with the implementation of projects is required

**SPECIAL REQUIREMENTS:**

Ability to plan and organize energy-related work and participate effectively in interdisciplinary technical projects. Good working knowledge of standard Microsoft Office applications. Ability to collect and maintain data and information in readily accessible formats, Initiative, originality of ideas, capacity for planning, organizing, and managing work programmes. Excellent communication and interpersonal skills. Ability to work in a multicultural environment and to foster diversity and team spirit. SADC regional exposure will be an added advantage.

**LANGUAGES**

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

NB: Qualified candidates who do not meet all the minimum requirement are welcome to apply but, but the Executive Director may appoint them 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 **10 June 2022**.
- Applicants should send a cover letter, copies of their qualifications 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 **17 June 2022**.

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For further information, please visit [www.sasscal.org](http://www.sasscal.org)

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