



VACANCIES ANNOUNCEMENT:

POST 1: PROGRAMME COORDINATOR, ANGOLA NATIONAL NODE

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.

SASSCAL invites applications for the position of **PROGRAMME COORDINATOR** in its Angola National Nodes. The Programme Coordinator will represent SASSCAL's research at a regional level while at the same time ensuring the day to day implementation of the SASSCAL programme in the respective country. S/He assumes responsibility for effective management and successful execution of the SASSCAL programme towards achieving SASSCAL's mission to strengthen the regional capacity to generate and use scientific knowledge products and services for decision making on climate change and adaptive land management through research management, human capital development and services provision. Duty station will be the respective national office in Huambo, Angola.

Major Responsibilities:

- To coordinate and administer research study associated activities. Assists in project planning, and ensures that pre-established work scope, study protocol, and regulatory requirements are followed. Recruits and coordinates research subjects, as appropriate, and serves as principle administrative liaison for the project.
- Oversees and coordinates the provision of administrative and staff services, develop, and maintain recordkeeping systems and procedures
- Supports the Capacity Development and Innovation expert in designing the systems and procedures required at national level to efficiently capture, collate, access, and integrate research data from work packages
- Communicates clear proposal submission guidelines and update potential applicants on requirement changes before proposals and reports are drafted or submitted and review all scientific research proposals and technical reports submitted by researchers
- Guides the establishment of administration, funding arrangements and research protocols to secure effective value addition for delivery of services and products into the knowledge brokerage arena
- Supports the process of regional- and cross-package integration of work packages to maximize on synergy benefits, in particular, bringing the SASSCAL relationship network to bear on the spectrum of priorities from the higher level to the critical operational level.

- Ensures the smooth and efficient day-to-day operation of research and data collection activities; acts as the primary administrative point of contact for research staff and as the principle operational liaison for other research organizations, funding agencies and regulating bodies.
- Ensures effective communication and interaction between SASSCAL and Stakeholders to identify suitable scientific services, capacity development needs and national research priorities.
- Maintain budget and track expenditures/transactions
- Perform other duties as assigned.

Minimum educational qualification:

A PhD in Natural Science with a Climate Change research component or a research-based MSc in Natural Science and Climate Change with a Postgraduate Diploma in Education. An MBA will be an added advantage.

Skills, Knowledge and Experience required:

- Proven experience in managing regional science programs or relevant position
- Proven experiences in research and capacity development
- Knowledge of program management and development procedures
- Knowledge of budgeting, bookkeeping and reporting
- Proficient in MS Office
- 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. 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 preferred.

POST 2: SCIENTIFIC OFFICER, ANGOLA NATIONAL NODE

A Scientific Officer applies expert scientific knowledge and expertise in support of research, climate service development and dissemination across SASSCAL research priority areas.

Under the direct supervision of the Programme Coordinator Angola, National Node, the incumbent will perform the following duties:

Major Responsibilities:

- Develops qualitative information, databases etc. required for research, capacity development and implementation of Climate Services.
- Provides scientific inputs to the software developers at the SASSCAL RS for the development of climate services.
- Drafts inputs for technical papers and analytical studies on issues related to climate science-policy, implementation, and capacity development support for articulating the climate science basis for adaptation/mitigation planning and decision making.
- Supports the PC in the formulation, identifying and developing project proposals aimed at enhancing the delivery of SASSCAL climate services.

- Assists in preparation and execution of scientific workshops and seminars, etc. on the climate change and adaptive land management and other relevant priority areas of SASSCAL.
- Prepares inputs in annual, quarterly and contribution to SASSCAL Newsletter and other communication and outreach materials.
- Prepares meetings, prepares summary reports and provides substantive support.
- Carry out other relevant duties as required.

QUALIFICATIONS

Minimum Educational Requirements:

Master's degree or equivalent in natural science or climate science or related field. A major in Remote Sensing/GIS and any other Geospatial Analytic field is required.

Minimum Experience Requirements:

A minimum of 3 years' experience working in an institution dealing with climate change research, development for Climate Services and capacity development. 3 years' experience using remote sensing and GIS. Demonstrated experience in software development. Experience in interdisciplinary activities. Proven ability to draft and review documents, reports and publications.

Special requirements:

Ability to plan and organize climate-related work and participate effectively in interdisciplinary technical projects. Good working knowledge of standard Microsoft Office applications. 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.

Post 3: PROGRAMME OFFICER

SASSCAL invites application for the position of Programme Officer in Angola National Node's Office. The Programme Officer will be responsible for assisting the Programme Coordinator in managing the Angola Node SASSCAL Research and capacity building programmes. Under the direction 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: National Office, Huambo, Angola.

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.
- Perform any other duties as assigned.

Minimum Educational Qualification:

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.

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 preferred.

Post 4: ADMIN & FINANCE ASSISTANT

SASSCAL invites applications for the position of ADMIN & FINANCE ASSISTANT in its Angola National Node, located in Huambo, Angola. Reporting to the Programme Coordinator, the Admin & Finance Assistant will support the National Node with accounting and administrative tasks. S/he should be able to work under extreme pressure and multi-task effectively. The ideal candidate should be a self-starter with multicurrency QuickBooks working experience.

Major Responsibilities:

- Data processing in QuickBooks (Invoices, Purchase orders, payments, journals)
- Assist with Cash flow management and review petty cash, reconcile cash, and perform surprise petty cash counts.
- Assist with budgeting and process payments and updating the cash book and reconcile all General ledger and Balance sheet accounts.
- Submission of VAT returns and follow up on any outstanding returns.
- Reconcile the vendor accounts and custodian to the official SASSCAL deposit, cheque, and receipt books.
- Perform various Online banking payments (EFT) and uploading of supplier details.
- Prepare Cheque payments to various suppliers Reporting & auditing and process monthly and donor reports and reconciliations.

- Provide training to other staff on reporting and accounting and review of National Nodes monthly reports.
- Assist with internal reviews and responding to audit queries.
- Initiate travel logistics for the department
- Prepare correspondence, photocopy, file, and mail financial documents.

Minimum Educational Qualification:

A bachelor's degree in accounting or the equivalent. In addition to the above, an in-depth knowledge of multicurrency accounting and reporting, using QuickBooks Accounting Software. Working knowledge of VIP Premier payroll software will be an added advantage.

Minimum Experience Required:

Three (3) years of job-related experience in a similar organization. Experience working with Microsoft Word, PowerPoint, Excel software and internet tools.

Special Requirements:

Ability to work effectively under pressure. Ability to maintain pleasant working relationships with individuals of different national and cultural backgrounds. Proven planning and organizing skills, strong negotiation and conflict management skills as well as excellent oral and written communication skills in English.

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 **19th March 2021**.
- 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

Please note that only short-listed applicants will be notified by the **30th of April 2021**.

For further information, please visit www.sasscal.org
