Terms of Reference

Job Title: Administration Support Assistant for Swartkops Demonstration Project
Duty Station: Port Elizabeth
Expected duration of contract: August 2020 to March 2022
Remuneration package: R236 982 per annum [South African Rand, Total Cost to Company]

1. INTRODUCTION

1.1. The Benguela Current Convention (BCC)

The BCC was established in January 2007 through the signing of an Interim Agreement by Angola, Namibia and South Africa. Then, on 18 March 2013, the three governments signed the Benguela Current Convention (BCC), a ground-breaking environmental treaty that entrenches the BCC as a permanent inter-governmental organisation. The BCC is the first inter-governmental convention in the world to be based on the Large Marine Ecosystem (LME) concept of ocean governance – a move towards managing transboundary resources at the larger ecosystem level (rather than at the national level) and balancing human needs with conservation imperatives.

The BCC is governed through the Ministerial Conference with its strategic and operational activities driven by the Commission, which has three permanent advisory committees, namely, Ecosystem Advisory Committee (EAC), Finance and Administration Committee (FAC) and Compliance Committee (CC). Coordinating and support to all BCC structures is facilitated by the BCC Secretariat which is based in Swakopmund, Namibia. The Secretariat is also responsible for facilitating the implementation of programmes; mobilising resources; and establishing partnerships with relevant organisations.

The vision and objectives of the BCC are pursued through the implementation of a Strategic Action Programme (SAP). The SAP covers eight thematic areas, namely: living marine resources; non-living marine resources; productivity and environmental variability; pollution, ecosystem health and biodiversity; human dimensions; economic development potential; and governance.

1.2. The BCLME III project

The BCLME III project is a Global Environment Facility (GEF) funded Project implemented by United Nations Development Programme (UNPD) and executed by the BCC. The project seeks to improve ocean governance and integrated management at regional, national and local level. For South Africa, the BCLME III demonstration project is led by the Department of Environment, Forestry and Fisheries (DEFF) and focuses on the Swartkops Estuary, in Port Elizabeth, with the intentions of improving water quality, to make it ‘fit for use’, for different users and drawing up standards that can be replicated nationally and in the region, in protecting similarly vulnerable ecosystems.
2. TIMELINE

It is anticipated that the Administration Officer will perform his or her duties for the duration of the project, which is expected to end in March 2022.

3. WORK STATION

The Administration Officer will be based at the BCLME III Swartkops project offices provided by the Nelson Mandela Bay Municipality, in Port Elizabeth. He/she will also be expected to attend meetings/events relevant to the project in Cape Town as required.

4. QUALIFICATIONS AND DUTIES OF THE ADMINISTRATION SUPPORT ASSISTANT FOR THE BCLME III SWARTKOPS DEMONSTRATION PROJECT

Qualifications:

- An appropriate 3-year National Diploma in Office Administration, Public Management, Business Administration/Management or equivalent relevant qualification,
- Grade 12 Certificate with at least five (5) years’ experience in Office Administration.

Experience & Skills:

- Knowledge and experience with community development outreach programmes.
- Knowledge of advantages of clean environment on tourism and community livelihood, including water quality issues, would be an advantage.
- Experience in office management, administration and coordination.
- Experience in Procurement.
- Good organisational and planning skills.
- Good experience in project management.
- Good communication skills (verbal and written skills).
- Good interpersonal and stakeholder liaison skills.
- Ability to work under extreme pressure.
- Proactive approach to meeting deadlines and delivering results

Duties:

- Maintain a correspondence and records management system for the relevant components of the Project.
- Implement and maintain an efficient filing system of activities of the Project.
- Provide assets management for those assets belonging to the project and logistical support.
- Support the Project Manager of BCLME III Swartkops Demonstration Project with the drafting of invitation letters and follow up on invitations to all project related activities.
- Provide logistical & administrative support in organizing meetings, workshops and briefing sessions for the project.
- Provide administrative support services to all project related activities.
- Take minutes of the meetings and assist in compiling reports.
- Any other ad-hoc duties are required by the project
5. APPLICATION PROCESS

The BCC in partnership with DEFF invites applications from competent individuals to apply for this position. Applications comprising of an application form, Curriculum Vitae, certified copies of qualifications and identification document should be submitted electronically to:

Mr Jackson Kaoti  
Project Assistant: BCLME III Project  
The BCC Secretariat  
Swakopmund  
Namibia  
Email: jackson@benguelacc.org

For enquiries, contact:  
Mr Luvuyo Bali  
Department of Environment, Forestry and Fisheries  
Tel: +27 21 405 9491  
e-mail: LBali@environment.gov.za

The deadline for the submission of applications is **19 June 2020**, applications received after this date, will not be considered.

**Note:** Only short-listed candidates will be contacted for the interviews.