



TERMS OF REFERENCE FOR THE FINANCIAL AND ADMINISTRATIVE ASSISTANT

Job title: Financial and Administrative Assistant - BCLME IV Project

Duty Station: BCC Secretariat, Swakopmund

Commencement date: as soon as possible

Expected duration: Six years, with no more than nine months of probational. This post will be ceased upon the completion of the project.

Salary notch: NAD 307,452 [Total cost to company]

1. About the Benguela Current Convention (BCC)

The Benguela Current Convention (BCC) is a multi-sectoral organisation established by the Republics of Angola, Namibia and South Africa (Parties) to spearhead regional collaboration for integrated management, sustainable development and protection of the environment using an ecosystem approach to ocean governance in the Benguela Current Large Marine Ecosystem (BCLME). 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 Secretariat of the Benguela Current Convention is located in Swakopmund, Namibia. The functions of the Secretariat, as defined in Article Thirteen of the Convention, are to:

- (a) provide services to the Ministerial Conference, the Commission and its subsidiary bodies to facilitate the execution of their functions;
- (b) establish rules and procedures of operation, functioning and appointment of its staff to be approved by the Commission;
- (c) propose the creation or termination of such positions as deemed necessary to perform its functions, with the approval of the Commission;
- (d) source resources, additional to the contributions made by the Parties, to carry out and implement the programmes of the Commission;
- (e) establish partnerships with other organisations; and
- (f) Perform such other functions as the Commission may determine.

The core values of the BCC are: Integrity, Accountability, Transparency, Equity and Environmental sustainability.

The Global Environmental Facility (GEF) through the United Nations Development Programme (UNDP), is supporting the BCC to implement its SAP, and hence this five-year project titled ***“Mainstreaming Climate-Resilient Blue Economy in the BCLME Region (BCLME IV Project)”***.

2. Overview of the BCLME IV Project

The objective of the BCLME IV project is to mainstream the development of climate-resilient Blue Economy in the implementation of the updated SAP of the Benguela Current Large Marine Ecosystem, which will, over the longer term, contribute to restoring depleted living marine resources and degraded marine habitats, enhancing livelihoods opportunities within the coastal communities, and increasing resilience of marine ecosystems and dependent coastal communities to climate change impacts. By strengthening policy and regulatory frameworks and institutional and private sector capacities,



developing viable finance mechanisms to stimulate investment in Blue Economy interventions, and promoting blue carbon finance mechanisms the project will contribute to developing regional and national frameworks for innovative Blue Economy finance, which will make transition to Blue Economy (BE) in BCLME region a reality. Blue Economy is defined as sustainable use of ocean resources for economic growth, improved livelihoods, and jobs while preserving the health of ocean ecosystem.

The project will address barriers to successful transformation to Blue Economy through the following components: (1) improving marine and coastal management efforts through effective MSP and MPAs; (2) enhancing sustainable and climate resilient marine living resources; (3) improving coastal and marine pollution management; (4) promoting regional and national frameworks for innovative Blue Economy finance; and (5) knowledge management, awareness raising and upscaling for Blue Economy.

3. General Responsibilities

Duties and Responsibilities

General Project Management

- Keep records of project funds and expenditures, and ensure all project-related financial documentation are well maintained and readily available when required by the Project Manager;
- Review project expenditures and ensure that project funds are used in compliance with the Project Document and UNDP financial rules and procedures;
- Provide necessary financial information as and when required for project management decisions;
- Provide necessary financial information during project audits;
- Review annual budgets and project expenditure reports, and notify the Project Manager if there are any discrepancies or issues;
- Consolidate financial progress reports submitted by the responsible parties for implementation of project activities;
- Liaise and follow up with the responsible parties for implementation of project activities in matters related to project funds and financial progress reports.

4. Qualifications, Skills and Competencies

- Relevant degree in Accounting, Finance or Business Management.
- 5 years' experience in the field of accounting
- Intermediate knowledge of project management
- Excellent interpersonal, organizational and time management skills.
- Strong verbal and written communications skills
- Strong detail orientation and good analytical skills.
- Thorough knowledge of MS Office.
- Ability to work in and contribute to team building environment.
- Ability to maintain performance expectations in diverse cultural contexts
- Excellent organizational skills
- Ability to multitask, work under pressure and pay attention to detail
- Ability to work independently with minimum supervision
- Ability to work in multi-cultural and bi-lingual settings
- Ability to communicate in Portuguese will be advantageous.
- Ability to maintain accurate financial records



5. Application Process

The vacancies are open to all Namibians and any one from the BCC Parties (Angola, Namibia and South Africa) with permanent residency in Namibia.

Applications containing a cover letter, certified ID copy, detailed CV and certified copies of qualifications should be forwarded to:

The BCC Executive Secretary, Financial and Administrative Assistant, 1 Strand Street, Swakopmund, alternatively by post to: Private Bag 5031, Swakopmund, Namibia and/or preferable by email to: fa@benguelacc.org

Closing date: 5 June 2025 – 16h00 (Namibian time)

Note: Only shortlisted candidates will be contacted for the interviews.