

## Vacancy: Operations Manager (x1)

Namibia Biomass Industry Group (N-BiG) is a Section 21 nonprofit industry association representing a wide range of private sector and academic members active within the Namibian bushbiomass sector. Part of the association's mandate is to support the implementation of bush control and biomass utilisation, explore market opportunities for bush-based products and promote industry diversification. As part of a cooperation agreement with the Bundesverband Bioenergie e.V. (BBE) (Bioenergy association in Germany) through Sequa and funded by BMZ, (German Federal Ministry for Economic Cooperation and Development), N-BiG is looking for a full time Operations Manager. A 2-year 5 months contract with possibility for renewal is available. Reporting to the CEO, this position is responsible for overseeing the successful business development, organization, execution, and completion of all projects that support N-BiG's main objectives, these projects are in N-BiG's advisory services, opening new economic opportunities, and income generation projects. The position is based in Windhoek, but frequent traveling to the field is required.

### Key Performance Areas:

- Assuming operational responsibilities for:
  - Coordinating daily business operations
  - Monitoring projects and ensuring projects stay on track and on budget and adjusting schedules, deadlines, targets and budgets as needed
  - Making effective decisions when presented with multiple options for how to progress with a project
  - Serving as a point of contact for project teams
  - Managing relevant employees and allocating tasks accordingly
  - Line manager in technical issues for other Core Staff and project leaders
  - Support implementation of N-BiG field technical activities
  - Support the development and implementation of N-BiG information/advisory services, training courses and user-group-tailored advisory packages
- Performing quality control on N-BiG projects by:
  - Supporting monitoring and evaluation
  - Ensuring essential procedures, compliance, quality assurance, and deadlines are met and work meets to established standards
  - Improving operational management systems, processes and best practices
- Participation in the strategic further development of N-BiG:
  - Supporting the CEO to implement N-BiG's strategy
  - Communicating with the CEO to keep projects aligned with N-BiG's goals
  - Appropriately assessing risk when business decisions are made, demonstrating particular consideration for N-BiG's reputation and safeguarding
  - Represents N-BiG to relevant stakeholders, business and project partners
  - Technical support and mentoring of members and stakeholders
- Support the technical development of new opportunities
- Support facilitation of research, development and innovation at N-BiG
- Financial administration support
- Perform any other duties as assigned by the Chief Executive Officer

**Requirements:**

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- 1) BSc Degree in Natural Resource Management, Agriculture, Environmental Science or any related field
- 2) Minimum of 3 years' technical supervisory experience
- 3) Knowledge of the Namibian biomass industry
- 4) Computer literacy (MS Office Package)
- 5) A valid Driver's License is a must
- 6) Fluency in English but other local languages will be an advantage
- 7) Excellent communication, interpersonal and cultural sensitivity abilities
- 8) Flexibility and ability to travel out of town to remote communities for research and training.

**Competencies**

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- Good organizational skills and ability to handle tasks in an effective, efficient and timely manner.
- High level of professional reliability
- Ability to interact professionally and courteously
- Ability to write in a clear and concise manner
- Excellent communication skills in English (both written and verbal)

**Application & Deadline**

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Qualified Individuals can e-mail their CV and motivation letter to [admin@n-big.org](mailto:admin@n-big.org) with email subject line: "Operations Manager" by close of business **Friday , 10 Feb 2023.**