



## **Job Vacancy: Part-Time Grant Finance Officer**

**Institution:** Namibia University of Science and Technology (NUST)

**Department:** Land and Spatial Sciences (DLSS)

**Location:** Windhoek, Namibia

**Duration:** 20 months (Part-Time)

### **Role**

The Department of Land and Spatial Sciences (DLSS) at NUST is leading in land governance research, networking, teaching, and learning. As the coordinating body for the Southern Africa node of the Network of Excellence in Land Governance in Africa (NELGA), DLSS is seeking a Part-Time Grant Finance Officer to support the financial reporting component of its ongoing project.

This role provides an opportunity to develop strong financial, project management, and research skills while working in a dynamic academic and international research environment.

### **Key Responsibilities:**

- Plan and manage project outputs and financial resources.
- Oversee project deliverables and ensure adherence to budgets.
- Conduct financial monitoring and reporting in compliance with grant requirements.
- Supervise consultants and ensure quality control of deliverables.
- Track project progress and initiate corrective actions where necessary.
- Support documentation of project-based studies and research activities.
- Assist in research design and provide administrative support for project proposals.
- Engage in in-country and international research tasks, including data collection, project communication, and report preparation.

### **Minimum Requirements:**

- Diploma or Degree in a relevant field.
- Currently enrolled senior NUST students are eligible to apply.
- Minimum of three (3) years of professional experience in finance, budgeting, or project management.
- Experience in grant financial management and compliance reporting.

**How to Apply:**

Interested candidates should submit their CV, cover letter, and relevant qualifications to **echigbu@nust.na** by **15 April 2024**.

Join us in strengthening land governance research and innovation in Southern Africa!