

# Job Description

**Post Title:** Enterprise Support Trainee  
**Duration of Contract:** 18 months  
**Reporting to:** Project Coordinator  
**Duty Station:** Windhoek

## Duties

### 1. Enterprise Support

#### a. NGO Business and Tourism Training

- Tourism and Joint Venture Training
- Compile business plans and source private sector funding for various tourism activities
- Training and support to craft, natural product harvesting and other tourism enterprises supported by the project

#### b. Conservancy Business and Tourism Training

- Tourism and Joint Venture Training
- Compile business plans and source private sector funding for various tourism activities

### 2. Enterprise Support Fund

- Notify relevant NGOs of the fund
- Process new applications and prepare and arrange ESF meetings
- Assist in monitoring the implementation of activities funded by the Enterprise Support Fund
- Follow-up with recipients, collate recipient reports and close off 'grants'
- Prepare reports for PC and accompany PC during monitoring missions

### 3. Planning, Recording and Reporting

- Contribute towards annual work plans and other planning activities of CESP
- Compile field trip and month-end progress reports
- Complete activity schedules as required for CESP
- Support collation of CESP quarterly and annual reports
- Support ongoing assessment of progress against CESP log frame

- Take and compile minutes at CESP steering committee meetings and others as required

#### **4. Administration and finances**

- Manage Petty Cash account
- Support PC in keeping project cash book which include month-end procedures
- Arrange meetings by inviting participants, securing venue, procure refreshments etc
- Keep stock of all project assets and liaise with insurance on a regular basis
- Replenish office stationery and consumables

#### **5. Ad hoc**

- Support one-off/small scale conservancy support activities alongside CESP volunteers or other CESP staff
- Take care of any other tasks as requested by the PC within reason

**Closing date for applications:** 10:00 on 6 July 2009

**Applications to be delivered to:**

Sonja Poller, Project Coordinator

CESP (Community-based Natural Resource Management Enterprise Support Project)

P.O. Box 8527

Windhoek, Namibia

Tel: 061 - 302036

Fax: 061 – 302035

email: [poller@mweb.com.na](mailto:poller@mweb.com.na)

9 Delius Str

Windhoek West