

FULL JOB DESCRIPTION

JMAC PROJECTS OFFICER

Nature of Role:	Permanent (08h00 – 13h00)
Reporting to:	Chief Curator
Duty Station:	Windhoek
Salary:	N\$220,000.00 per annum

In order for the National Art Gallery of Namibia (NAGN) to support its mandate and sectoral developments, we seek a dynamic and energetic individual to take on the role of the JMAC Projects Officer.

PRIMARY PURPOSE OF THE JOB:

The primary purpose of the **JMAC Projects Officer** is to support the development, coordination, and successful execution of the John Muafangejo Art Centre (JMAC) projects including exhibitions, community outreach programmes, educational initiatives and institutional activities. The role ensures that projects are delivered on time, within scope, and aligned to the Gallery's mission to preserve, promote, and expand national art heritage.

KEY PERFORMANCE AREAS:

Project Planning and Coordination

- Assist in the planning of new exhibitions, artistic programmes, cultural events, and institutional initiatives
- Develop project schedules, implementation plans, and timelines
- Coordinate stakeholder inputs, including curators, artists, educators, and external partners.
- Assist with the development of project budgets

Project Implementation and Management

- Oversee day-to-day execution of project activities
- Track progress, manage workplans, and ensure adherence to deadlines
- Support logistical arrangements: artwork handling, installation, venue preparation, transport, equipment, and technical requirements
- Liaise with suppliers and service providers, ensuring compliance with procurement procedures

Administrative and Reporting Functions

- Maintain project documentation: schedules, contracts, reports and financial records
- Prepare monthly and quarterly reports to track progress
- Assist with monitoring and evaluation, including data collection, feedback assessments, and post-project analysis

Stakeholder Engagement and Communication

- Serve as a contact point for internal and external project partners
- Support communication with artists, donors, sector institutions and other stakeholders
- Assist with public engagement activities, including workshops and outreach activities
- Contribute content for project promotion, including website updates and social media material

Compliance and Quality Assurance

- Ensure all projects adhere to institutional policies and relevant guidelines and standards
- Maintain proper handling, care, and security of artworks and exhibition materials
- Support risk mitigation strategies, including health and safety guidelines

Resource and Budget Management

- Assist with monitoring expenditure and aligning spending with approved budgets
- Support procurement processes, contract management, and supplier performance
- Maintain an inventory of project resources and materials

CORE COMPETENCIES

The core competencies would include the following:

- Project management methodologies and tools
- Exhibition planning and event coordination
- Understanding of art handling, cultural programming, and museum/gallery operations
- Strong administrative, budgeting, and reporting skills
- Proficiency in MS Office and digital communication tools
- Strong interpersonal and communication skills
- Excellent organisational and time-management abilities
- Attention to detail, accuracy, and accountability
- Ability to work independently and collaboratively
- Creative problem-solving and strategic thinking
- Ability to multitask in a deadline-driven environment
- Professionalism, cultural sensitivity, and respect for artistic practices

QUALIFICATIONS AND REQUIREMENTS

- Bachelor's degree in Arts Management, Project Management, Cultural Studies, Fine Arts, Museum Studies, Humanities, or any related field
- At least 3 years of experience in project coordination or arts/cultural programme implementation
- Experience in a museum, gallery, cultural institution, or creative sector is an added advantage
- Valid driver's licence recommended (for logistical tasks)

Prospective candidates who meet the requirements should submit their application, accompanied by certified copies of qualifications, certificate of conduct and supporting documents to **shr@nagn.org.na**. No hand delivered applications will be accepted. For enquiries, please contact the Senior Human Resources Officer at 061231160.

NB: Persons from previously disadvantaged groups who meet the requirements are encouraged to apply. Only shortlisted candidates will be contacted.

CLOSING DATE – FRIDAY, 19 DECEMBER 2025 AT 10H00