



VACANCY

All positions are Permanent

The Environmental Investment Fund (EIF) is an investment fund, set up under the laws of Namibia, with the express purpose of raising financial resources for direct investment in environmental protection, climate resilience and natural resource management activities and projects which support the sustainable economic development of Namibia. The EIF invites applications from suitably qualified and experienced Namibian nationals to apply for the following permanent positions.

- 1. Manager: Legal Advisor and Company Secretariate (Patterson D Lower)**
LLB Degree, admitted Legal Practitioner of the High Court of Namibia plus seven (7) years working experience, of which (3) three of it should be at specialised/middle management level in a corporate environment. Preference will be given to candidates with experience in environmental law, commercial and contract law.
- 2. Manager: Human Capital (Patterson D Lower)**
Degree in Human Resources Management, Industrial Psychology, Organisational Development or related, plus seven (7) years working experience, of which (3) three of it should be at specialised/middle management level.
- 3. Business Intelligence Analyst (Patterson C Upper)**
Bachelor's Degree in Agricultural Economics, Natural Resource Economics and Economics or a related field. 5 years' experience in business analysis or process improvement. Exposure in project management, working with ERP systems is an advantage.
- 4. Manager: Project Portfolio (Patterson D Lower)**
Bachelor's Degree in Project Management, Business Administration, or related field. 7 years experience in project and portfolio management of which 3 years of it is at a specialised/middle management level. Certification in PMP or PRINCE2 will be added advantage.
- 5. Manager: Resource Mobilisation and Programming (Patterson D Lower)**
Bachelor's Degree in Business Administration, Development Studies, Social Sciences, Project Management, Economics, Development Financing, International Relations/Political Studies. Plus (7) years of working experience in public and donor-funded projects, stakeholder coordination and relationship management, of which 3 years of this experience should be at specialised/middle management level. Proficiency in environmental financing in multilateral/bilateral and international donor environments.
- 6. Coordinator: Facilities (Patterson C Upper)**
Bachelor's Degree in Property Administration, Business Administration, Facilities Management or related plus 5 years' experience in supplier contracts administration and utilities. Trade related diploma will be added advantage.
- 7. Manager: Information Technology (Patterson D Lower)**
Bachelor's Degree in Information Technology, Computer Science or related field, plus (7) years of working experience in IT, of which (3) three years should be at a specialised/middle management level. Proficiency in managing both hardware and software environments and strong knowledge of IT infrastructure, systems, and best practices.
- 8. Human Resource Practitioner: Organisational Development (Patterson C Upper)**
Bachelor's degree in Human Resource Management, Industrial Psychology or Organisational Development plus 5 years' experience of which 2 years should be at a supervisory/ specialised professional level.
- 9. Accountant (Patterson C Upper)**
Bachelor's Degree in Accounting and Finance plus 5 years working experience in a similar role of which 2 years of this experience should be at a supervisory level.

A full Terms of Reference outlining the detailed job description and other requirements can be obtained from the EIF website, www.eif.org.na/documents/vacancies or through email request, recruitment@eif.org.na

All applications should comprise of a cover letter, recent CV, certified copies of qualifications and must be sent to recruitment@eif.org.na.

For inquiries, please contact the Human Resources Department at recruitment@EIF.ORG.NA or +264 61431 7730 **Mr. J Dietlik** or **Mr. B Kasale**

All applications should be directed to:

Ms. Lizl Timbo
Manager Human Resources

ELECTRONIC SUBMISSIONS ONLY

Due date: 07th March 2025