

1. Manager: Legal Advice and Company Secretariate: D Lower

Purpose of the Position: Is to provide legal advisory services, compliance assurance and professional company secretarial services to the leadership, functionaries and major committees of the fund.

Job Function:

- Directs the preparation and the management of the annual budget and business plan to ensure the needs of the department are met and risks mitigated.
- Designs, develops and oversees the implementation of the department plan as aligned to the strategic plan, annual plan and action plan for the Governance Sector.
- Benchmarks best practices and latest tendencies related to the Department's functional fields
- Manages Executive Management, Sub-committees and Board processes which include-circulation of agendas, board packs to facilitate decision - making, minutes and proposal and recommendations.
- Board meetings are properly called and conducted
- Ensures that the records of Executive Management, Sub-Committees and Board meetings are kept in compliance with Environmental Investment Fund Act and other relevant laws.
- Advises the Executive Management, Sub-Committees and Board on good practice in corporate governance, e.g. giving guidance on the legal implications on the Fund's decision-making processes.
- Advises Executive Management, Sub-Committees and Board on standards and ethical behaviour Provides legal advice to Executive Management, Sub-Committees and Board
- Reviews all corporate governance developments and ensure that the Executive Management, Sub-Committees and Board is fully briefed and has regard to them when taking decisions.
- Prepares and compiles Executive Management, Sub-Committee and Board packs for meetings Takes minutes of Executive Management, Sub-Committee and Board and Exco meetings and documents feedback on actions taken

- Manage information requirements of the board and board committee meetings efficiently and reliably Defines, administers and deals with all matters relating to remuneration.
- Develops, implements and refines the framework and related policies and procedures for regulation and compliance

Qualification & Experience:

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: Information Technology: D Lower

Purpose of the Position: Environmental Investment is embarking on an exciting journey to establish a new IT Section. We are seeking an experienced and dynamic IT Manager to lead our IT Section. To oversee and manage the Fund's hardware, software, business information systems and liaison with IT external service providers. The IT Manager will ensure that our technology infrastructure runs smoothly and efficiently to support our operations and growth.

Job Function:

- Oversee the implementation and maintenance of the company's IT infrastructure, including hardware, software, and network systems.
- Manage the IT team to ensure the efficient operation of all IT functions.
- Develop and implement IT policies and procedures to ensure data security, network security, and compliance with relevant regulations.
- Evaluate and recommend new technologies and software to enhance business operations and improve productivity.
- Manage IT budgets, track expenses, and ensure cost-effectiveness.

- Provide technical support and training to employees to maximize the use of technology.
- Collaborate with other departments to ensure IT services align with business needs.
- Monitor and troubleshoot IT issues, ensuring minimal downtime and optimal performance.

Qualification & Experience:

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 specialized/middle management level. Proficiency in managing both hardware and software environments and strong knowledge of IT infrastructure, systems, and best practices

3. Manager: Human Capital: D Lower

Purpose of the Position: Is to provide Human Resources Management services to the fund through the Executive of Human Capital, particularly employee relations, payroll management, recruitment, learning and development.

Job purpose:

- Direct and supervises team members in the human capital division of their assigned functions to ensure that performance objectives, measures, targets, and initiatives are met in a way that is consistent with established policies and programmes.
- Responsible for the development and monitoring of the annual budget that includes Human Resources services, employee recognition, sports teams support, company philanthropic giving, and administration.
- Conducts a continuing study of all Human Resources policies, programs, and practices to keep management informed of new developments.
- Direct and administer the section's business activities to ensure attainment of objectives based on corporate and department goals and policies.
- Coordinate the establishment of the departmental measurements that support the accomplishment of the company's strategic goals.

- Directs the preparation and maintenance of such reports as are necessary to carry out the functions of the department. Prepares periodic reports for management, as necessary or requested, to track strategic goal accomplishment.
- Develops and administers programs, procedures, and guidelines to help align the workforce with the strategic goals of the company.
- Participates in, management, and company staff meetings and attends other meetings and seminars

Qualification & Experience

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.

4. Business Intelligence Analyst (Private Sector): C Upper

Purpose of the Position: Identifying business needs, analysing processes, and recommending solutions to improve efficiency and productivity, in the fund, under the guidance of the Executive of business strategy.

Job functions:

- Collect, clean, and analyse business data from various sources to generate actionable insights.
- Develop dashboards, reports, and visualizations to present key performance indicators (KPIs) and business trends.
- Identify patterns, correlations, and trends in data to support strategic decision-making.
- Monitor industry trends, competitor performance, and market conditions to provide strategic recommendations.
- Support management with predictive and prescriptive analytics to improve business operations.
- Conduct research on customer behaviour, product performance, and operational efficiencies.

- Ensure data accuracy, consistency, and integrity across all reporting systems.
- Work with IT and database administrators to improve data quality and governance.
- Maintain and update business intelligence tools and systems.
- Collaborate with various departments (Finance, Sales, Operations, HR) to understand business needs and provide data-driven solutions.
- Present findings to management and stakeholders in a clear and understandable manner.
- Provide recommendations for process improvements and business strategy based on data insights. Technology & System Optimization:
- Utilize BI tools such as Power BI, Tableau, SQL, or other analytics platforms to develop reports.
- Support the automation of reporting processes to enhance efficiency.
- Stay up to date with advancements in data analytics and business intelligence technologies.

Qualification & Experience

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.

5. Manager Project Portfolio: D lower

Purpose of the job: To align projects to strategy of the of the fund by ensuring that the right projects are being done at the correct time to utilise the Fund's investments effectively.

Job Function:

- Overseeing the planning and coordination of implementation of projects and programmes and necessary approvals are secured. This will involve annual budgets/expenditure plans, annual workplans, annual procurement plans etc.
- Supervising and providing guidance to all project's employees and permanent employees

- Planning and attending collaboration meetings to ensure projects are on schedule.
- Ensuring individual projects/programmes and elements of the Operations Department and generate requisite monthly, quarterly and annual reports. This will include ensuring timely compliance with donor reporting requirements as per various funding agreements.
- Ensuring effective documentation system including standardise referencing
- Keeping the EXCO regularly informed and updated on progress and developments including providing subject-matter advice to EXCO via COO
- Represent EIF on national and regional platforms, both as an alternate to the COO or as substantive member.
- Supporting the COO with developing and reviewing TORs, research, concept papers, policy papers, presentations, proposals etc.
- Represent the department at meetings and events, both internal and external
- Provide inputs to relevant policy processes in consultation with the COO
- Mentor and manage the departments' Young Professionals and Interns, including supporting them in their day-to-day work. Emphasis to be on capacity-building and creating a nurturing environment.
- Perform other relevant tasks as assigned by the COO, CEO and the EXCO

Qualifications & Experience

Bachelor's degree in project management, Business Administration, or related field. 7 years' experience in project and portfolio management of which 3 years is at a specialized/middle management level. Certification in PMP or PRINCE2 will be an added advantage.

6. Coordinator: Facilities: C Upper

Purpose of the job: To oversee the funds facilities such as security, fleet, and building and utilities, ensuring effective and efficient utilization.

Job Function:

- Oversee the maintenance and repair of buildings, equipment, and infrastructure.
- Develop and implement facility management policies and procedures.
- Ensure timely servicing of electrical, plumbing, HVAC, and other systems.
- Conduct regular inspections to identify and resolve maintenance issues.
- Ensure compliance with occupational health and safety (OHS) regulations.
- Conduct risk assessments and implement corrective actions where necessary.
- Maintain security protocols for access control and emergency procedures. • Liaise with relevant authorities on permits, inspections, and compliance matters. Supplier & Contractor Management
- Source, evaluate, and manage external service providers for facility maintenance.
- Negotiate contracts and service agreements for repairs, maintenance, and security services.
- Monitor contractor performance to ensure quality and timely deliver service.
- Coordinate office space allocations and workspace planning.
- Maintain an updated asset register for all facility-related assets.
- Ensure proper record-keeping of all maintenance activities and equipment warranties.
- Assist in developing and monitoring the facilities management budget.
- Identify cost-saving opportunities without compromising quality and compliance.
- Process invoices and ensure accurate financial record-keeping.
- Serve as the primary point of contact for facility-related matters.
- Prepare reports on maintenance activities, expenses, and compliance.
- Provide support for office relocations, refurbishments, and renovations.

Qualifications & Experience

Bachelor's Degree in Property Administration, Business Administration, Facilities Management or related plus 5 years' experience in supplier contracts administration and utilities. Trade related diplomas will be an added advantage.

7. Accountant: C Upper

Purpose of the job: to oversee daily accounting operations and project accounting services, ensuring accurate financial reporting and cost management accounting through the Manager of Finance.

Job Function:

The department serves to oversee operational transactions of the organization which include:

- Overseeing projects and ensuring sound financial management of project grants
- The development and implementation of effective loan management systems
- Ensuring that Audit reports are a true reflection of the status quo and are produced in a timely manner
- Oversee the Debtors and Creditors control functions
- Asset Management of the organization
- Insurance
- Managing and monitoring of the institutions short term investments
- Budget formulation and monitoring
- Human Resource Administration
- Staff Management - ensure that staff related matters are dealt with, within a specific framework as per the organization's policies and procedures. Effective Payroll administration –
- Development and implementation of internal institutional control systems
- Financial Management of projects and grantees (advances)
- Custodian for General Office Administration

Qualification & Experience

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.

8. Human Resource Practitioner: Organizational Development: C Upper

Purpose of the job: to enhance the skills, knowledge, and overall development of employees of the fund, while ensuring good employee relations in the organization.

Job Function:

- Develop and implement organizational development strategies that drive business growth and employee productivity.
- Lead change management initiatives and support teams in adapting to organizational changes.
- Conduct organizational assessments to identify gaps and recommend improvements.
- Design, implement, and monitor the performance management system to align individual goals with business objectives.
- Provide guidance to managers and employees on performance appraisals and goal setting.
- Identify performance improvement needs and recommend appropriate interventions.
- Drive employee engagement initiatives to enhance workplace culture and job satisfaction.
- Conduct employee surveys and analyse results to improve workplace dynamics.
- Develop and implement strategies to promote diversity, inclusion, and a positive work environment.
- Identify training needs and coordinate learning and development programs.
- Implement leadership and talent development initiatives to build internal capabilities.
- Facilitate coaching and mentoring programs for employees at various levels

- Develop and implement talent management strategies to attract, retain, and develop employees.
- Coordinate succession planning programs to ensure business continuity.
- Work closely with management to identify and develop high-potential employees.
- Ensure that OD initiatives align with HR policies, labour laws, and best practices.
- Maintain compliance with employment regulations and industry standards.
- Develop and update policies related to employee development and performance management.

Qualifications & Experience

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. Manager: Resource Mobilisation and Programming: D Lower

Purpose of the job: To manage activities related to resource mobilization of the fund, including building partnership competency under the leadership of the Chief Operations Officer.

Job Function:

- Development, maintenance and implementation of a detailed Resource Mobilisation and Partnership Strategy (RMPS) for EIF.
- Development and implementation of a donor intelligence strategy for EIF as part of RMPS.
- Generate monthly progress reports on implementation of the RMPS for the Executive Committee (EXCO) via the COO. This will include quarterly reports for Board Subcommittees.
- Researching trends and gathering resources on new funding opportunities and make recommendations to the EXCO via the COO.

- Scanning of the opportunities in the country based on partner-specific intelligence and the competitive landscape; identification where the EIF competency strengths overlap with partner/client needs.
- Representing EIF on national platforms, both as an alternate to the COO or as substantive member.
- Writing or compiling concept notes, funding proposals, research papers, presentations, and TORs for consultancy.
- Negotiation, drafting and revision of agreements with donors. Monitoring of overall implementation of agreements.
- Establishing and maintaining relationships with stakeholders e.g., donor organisations, private sector, public sector, non-governmental organisations and academia.
- Assessment of the level of EIF engagement with each donor: type and level of contact and areas of interest; development of strategy to position the CO to become a priority partner for the donor.
- Negotiation of mutually beneficial agreements, compliance with partner requirements, including donor reporting requirements.
- Preparation of donor briefs as maybe required.
- Identification and formulation of lessons learned and recommendations to be integrated into broader EIF knowledge management efforts.
- Contributions to knowledge networks and communities of practice.
- Performs other relevant tasks as assigned by the COO, CEO and the EXCO.

Qualifications & Experience

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 specialized/middle management level. Proficiency in environmental financing in multilateral/bilateral and international donor environments.

