

# ENVIRONMENTAL INVESTMENT FUND OF NAMIBIA

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## JOB DESCRIPTION: SENIOR FINANCIAL ANALYST NAMIBIA GREEN HYDROGEN PROGRAMME

	NAME	DESIGNATION	SIGNATURE	DATE
DEVELOPED BY	Nikol Hearn	Head: Transactions		23.09.2024
APPROVED BY				
INCUMBENT				

It is hereby acknowledged that this job description is a broad indication of the work the job holder is required to do. The jobholder may be required to undertake other duties that can be reasonably expected from him / her, particularly when others are absent from work. No job title or job description can be regarded as a precise specification of duties but should be seen as a guide to main responsibilities.

<p><b>COMPANY NAME:</b> Environmental Investment Fund of Namibia, for Namibia Green Hydrogen Programme</p> <p><b>TITLE OF POSITION:</b> Senior Financial Analyst</p> <p><b>NAME OF CURRENT INCUMBENT:</b> n.a.</p> <p><b>BUSINESS UNIT:</b> Transactions</p>	<p><b>NAME OF SUPERVISOR:</b> Nikol Hearn</p> <p><b>TITLE:</b> Head: Transactions</p> <p><b>NUMBER OF DIRECT SUBORDINATES:</b> <i>eventually 1</i></p> <p><b>NUMBER OF INDIRECT SUBORDINATES:</b> n.a.</p>	<p><b>DUTY STATION:</b> Windhoek</p> <p><b>TYPE OF POSITION:</b></p> <p>Specialist: x  Finance: x  Administration:  Mixed  Clerical</p>
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PURPOSE AND FUNCTIONS OF THE BUSINESS UNIT	PRIMARY PURPOSE OF THE POSITION (why does the position exist – to achieve what?)
<p>This Business Unit will be primarily responsible for the implementation and coordination of the full tendering process applied on the GH2 Namibia Program's portfolio of projects. The unit will also be responsible for the development and implementation of transaction and procurement policies, establishing good governance principles and ensuring appropriate risk management frameworks are embedded within all day- to-day transactions carried out under the remit of the Transaction Management Unit.</p> <p>In addition, the unit will liaise with bidders, external regulatory bodies, and project managers to ensure that crucial project deadlines are met. The unit will implement sound financial management and compliance protocols aligned to annual budgets and the objectives of the Green Hydrogen Strategy. Moreover, the unit will aid with the mobilization of finance, the creation of de-risking financial instruments and assisting with the creation of supportive market mechanisms.</p> <p>Cross cutting functions of the Namibia Green Hydrogen Programme and the transactions unit are: green diplomacy including thought leadership articles and talks; ongoing research and market testing in this space around new energy financing and GH2 incentives.</p>	<p>This position is created to fully support the transactions unit, the Senior Financial Analyst will play a crucial role within the transactions unit, focusing on supporting the achievement of core tasks enabling an optimised capital structure for green hydrogen/green industrialisation. In addition the Analyst will support the unit in any future RPF's &amp; RFQ's which are aiming to achieve socio-economic benefits for the country, inline with Namibia's green hydrogen and green industrialisaiton mandate.</p>

JOB SPECIFICATIONS		
TYPICAL ACADEMIC QUALIFICATIONS	TYPICAL EXPERIENCE BACKGROUND	TYPICAL SKILLS, KNOWLEDGE AND ATTRIBUTES / ATTITUDES AREAS REQUIRED
<p>Honours and CFA is a requirement</p> <p>Masters degree in Finance or Economics is an added advantage</p>	<p>At least five (5) years relevant work experience in an analyst position covering a variety of financial tools &amp; techniques for funding capital structures.</p> <p>At least five (2) years of work experience gaining financial modelling and presentation skills.</p> <p>Demonstrated corporate finance and economics skills/interest.</p>	<p><b>Skills:</b> Critical and analytical thinking; Prioritising and organising; Research skills; Strong presentation skills; Leadership, advisory and influencing; Financial modelling and presentation preparation; Excellent command of English language; Good writing skills.</p> <p><b>Knowledge:</b> Thorough knowledge of financing tools/instruments, cost of capital and transaction capital structures, should be macro economically minded and have an interest in global economic trends, prior use of the Bloomberg Terminal and the Bloomberg New Energy Finance Platform an advantage.</p> <p><b>Attributes / Attitudes:</b> Systematic and well-organized; Task driven; Integrity; Innovative; Tenacity; Reliability; Professionalism; Approachable and people orientated; Emotional Intelligence; Assertiveness and Independent thinker.</p>

GENERAL		
AUTONOMY	FEEDBACK STRUCTURE	WORK PRESSURE
<p>High</p> <p><u>Moderate</u></p> <p>Low</p>	<p>Daily</p> <p><u>Weekly</u></p> <p>Monthly</p>	<p><u>High</u></p> <p>Moderate</p> <p>Low</p>

KEY FOCUS AREAS / OUTPUTS	KEY PERFORMANCE AREAS	KEY PERFORMANCE INDICATORS	WHY
<p><b>Conduct Research and Synthesize Economic Insights</b></p>	<p>Provide Research and Analytical support to new energy finance opportunities most suited to Namibia.</p>	<ul style="list-style-type: none"> <li>Utilize the Bloomberg and Bloomberg New Energy Finance platforms and use related tools to conduct cutting edge research of new and emerging energy systems</li> <li>Analyse the financing opportunities associated with new and emerging energy systems</li> <li>Provide recommendations on the findings of emerging models in terms of their socio-economic impact</li> </ul>	<ul style="list-style-type: none"> <li>To have good insight into international trends and approaches towards energy financing and its socio-economic impact.</li> <li>To provide well-informed advice to relevant governing bodies for the GH2 sector on best international practice for energy financing.</li> <li>To ensure the GH2 and GIB strategies are realised via best global practices.</li> </ul>

<b>Financial Model Support</b>	Provide technical support on blended finance and other financial modelling/RFQ scoring required by this unit.	<ul style="list-style-type: none"> <li>• Develop and analyse blended financing models.</li> <li>• Assist with analysis of financial models used by this unit, including robustness testing, ensuring their reliability and accuracy.</li> <li>• Proactively create summaries of model results, offering best practice recommendations.</li> <li>• Contribution to any RFQ creation and analysis/short list summaries.</li> </ul>	<ul style="list-style-type: none"> <li>• To assist with derisking of the financial sector in Namibia with regards to GH2 ambitions.</li> <li>• To lower the cost of capital for the GH2 sector, encouraging competitiveness and attractiveness for investors.</li> <li>• To ensure the GH2 and GIB strategies are realised via best global practices.</li> </ul>
<b>Stakeholder Engagement &amp; Communication</b>	Proactive engagement with internal and external stakeholders.	<ul style="list-style-type: none"> <li>• Co-create the Programme's Stakeholders' Map, including investors, public enterprises, MoF and financiers for GH2 Transactions and update on a regular basis as needed.</li> <li>• Liaise with immediate partners and external stakeholders on an ongoing basis, be that in formal or more informal settings, assist with meeting set-ups and email dialogue.</li> <li>• Participate and represent the NGH2P in stakeholder consultative meetings originating from Programme workstreams and external governmental or non-governmental sources.</li> <li>• Co-create any presentations/analysis on material required to present to stakeholders for updates/information purposes.</li> </ul>	<ul style="list-style-type: none"> <li>• Achieve broad-based support in and outside of Namibia in terms of optimal financial structures, for internal stakeholders to be aware of and optimally prepare for future financial/capital obligations.</li> <li>• Guide internal stakeholders on efficient sources of capital and methods to do so.</li> </ul>
<b>Capital Raising Support</b>	Help support head of transactions with capital raising material and initiatives.	<ul style="list-style-type: none"> <li>• Co-create the material alongside international comparisons on Namibia's GH2 funding structure and return opportunities.</li> <li>• Review the available material of Namibian fund structures housing GH2 capital.</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure high quality of material and thorough understanding of financing options/fund structures.</li> <li>• Guide internal stakeholders on efficient sources of capital and methods to do so</li> <li>• To ensure the GH2 and GIB strategies are realised via best global practices.</li> </ul>
<b>General support to the unit's progress</b>	Contribute to the preparation of status reports, ensuring that the unit's progress and challenges	<ul style="list-style-type: none"> <li>• Help populate the monitoring, evaluation, and learning (MEL) module in the NGH2P programme management system (SoftXpert), relating to Transaction Unit matters.</li> </ul>	<ul style="list-style-type: none"> <li>• To demonstrate to internal and external stakeholder that the green hydrogen sector adheres to financial best practices</li> </ul>

	are accurately reflected and communicated	<ul style="list-style-type: none"> <li>Report on progress relating to the Transactions unit for NGH2P regular reports, donor reporting, media updates, and other.</li> <li>Work on research pieces and media articles that are both educational and informative of ongoing activities in the GH2 financial space.</li> <li>Where so requested serve on the Bid Evaluation Committee for selected consultancies as organised by the EIF Procurement Unit.</li> </ul>	<ul style="list-style-type: none"> <li>To support the integrity of the GH2 industry and further green hydrogen diplomacy efforts.</li> </ul>
<b>Future tenders</b>	Contribute to the overall process regarding any future tenders that this unit oversees.	<ul style="list-style-type: none"> <li>Assist with document preparation for the tender process</li> <li>Support on any admin tasks related to the tender process, including virtual or physical sessions.</li> <li>Support the assessments and analysis of bids received where appropriate and needed</li> </ul>	<ul style="list-style-type: none"> <li>To ensure the GH2 and GIB strategies are realised via best global practices.</li> </ul>
<b>Other</b>	Perform any other duties as reasonably requested by the Head: Transactions, from time to time.	<ul style="list-style-type: none"> <li>Since the NGH2P is relatively new, areas not currently identified may come into focus. Additional duties related to these emerging areas of focus will be discussed and agreed with the incumbent.</li> </ul>	<ul style="list-style-type: none"> <li>To ensure emerging issues in the Transactions Unit are effectively addressed.</li> </ul>

**COMPETENCIES REQUIRED TO OPERATE AT THIS LEVEL**

Scoring defined as

5 = Essential	4 = Important	3 = Useful	2 = Unimportant	1 = Unnecessary
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COMPETENCY	COMPETENCY DEFINED	SCORING
WRITTEN COMMUNICATION	Conveying written instructions, reports, and management information in an accurate, concrete, clear, concise, and understandable way to maximise comprehension of the message.	5
MENTAL ALERTNESS	The competency to understand and appreciate new and often complex issues and concepts clearly.	5
INTEGRITY	The capacity to show consideration and concern; to be honest; to earn the respect of others; to adhere to broad ethical rules and guidelines by showing fairness, impartiality, and congruence in all respects; to reflect and apply moral decency; to be trustworthy, responsible, and reliable; to be committed to basic principles of decency.	5
TIME MANAGEMENT	The competency to organise / plan / manage time and to adequately allocate to and divide time between various tasks / aspects of the work.	5

INTERPERSONAL SKILLS	The Competency to be accepted / to mix/socialise/associate with and to appreciate individuals / groups and their views/needs/ideas	5
EXCELLENCE ORIENTATION	Displaying pride in and deriving personal satisfaction for achieving results, commitment to uncompromising standards of excellence and continuous improvement and determination or self-discipline in completing what has been started.	5
CUSTOMER ORIENTATION	Focusing on and relating quality standards to customer requirements and directing all activities to meet these.	5
CONCEPTUAL UNDERSTANDING	The potential or capacity to reason in spatial terms; to see the relationship between parts; to `complete' the picture; to envisage the whole or end-result; to anticipate the outcome	5
FEEDBACK	The competency to provide frequent feedback in a positive, helpful, and productive manner to reinforce or improve a team or member's approach or contribution.	5