

ENVIRONMENTAL INVESTMENT FUND OF NAMIBIA

JOB DESCRIPTION: SENIOR LEGAL ADVISOR: LEGISLATIVE ALIGNMENT

	NAME	DESIGNATION	SIGNATURE	DATE
DEVELOPED BY	PWC			... July 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.

JOB DESCRIPTION

COMPANY NAME: Environmental Investment Fund of Namibia (on behalf of the Namibia Green Hydrogen Programme (NGH2P))

TITLE OF POSITION: Senior Legal Advisor: Legislative Alignment

NAME OF CURRENT INCUMBENT:

DIVISION: Legal

NAME OF SUPERVISOR:

TITLE: Head of Legal

NUMBER OF DIRECT SUBORDINATES: 0

NUMBER OF INDIRECT SUBORDINATES: 0

DUTY STATION: Windhoek

TYPE OF POSITION: Legal

PURPOSE AND FUNCTIONS OF THE DEPARTMENT

The primary purpose of this department is to provide fully functional Legal Support Services to the Namibia Green Hydrogen Programme's (NGH2P), on a strategic as well as operational level, through offering legal solutions which are aligned with and support the achievement of the NGH2P business strategies.

The Legal Unit will be the primary lead on legal affairs pertaining to the program's activities through the provision of legal advice and services to GH2 Namibia and its key stakeholders. The unit will ensure the program's compliance with all relevant legislation and regulation including national and international frameworks and best practice. The unit will play a critical role in the establishment of the program and related projects through the assessment of contractual implications and development of legal documents and standards.

In addition, the unit will represent GH2 Namibia in all matters pertaining to its legal affairs, handle regulatory matters with due diligence and ensure the protection of the organisation's interests.

PRIMARY PURPOSE OF THE POSITION (why does the position exist – to achieve what?)

This position is part of Legal Function within the NGH2P in the care of the Environmental Investment Fund of Namibia (Fund) and is responsible to assist the Head: Legal in facilitation and coordination, in collaboration with the Ministry of Mines and Energy, the initiation and drafting of fit-for-purpose policy and regulatory framework for the green hydrogen and derivatives sector.

JOB SPECIFICATIONS

TYPICAL ACADEMIC QUALIFICATIONS	TYPICAL EXPERIENCE BACKGROUND	TYPICAL SKILLS, KNOWLEDGE AND ATTRIBUTES / ATTITUDES AREAS REQUIRED
<p>Bachelor's Degree in Law (LLB). A Master of Laws (LLM) will be an advantage.</p>	<p>At least seven (7) years experience in legal advisory services environment of which 5 of it is at professional/management level in legislative drafting.</p>	<p>Skills: Strategic planning and thinking, legislative drafting and advisory; Project management; Analytical; Negotiation; Excellent command of English language; Decision making; Computer literate; Relationship management; Prioritising and organising; and Presentation skills</p> <p>Knowledge: Strategic Planning; Communication and Public Relations practices; Energy, Renewable Energy and any other relevant Legislation; Corporate governance; Information Systems (IS) / Information Technology (IT) applicable to functions; Procurement principles; and MS Office (Word, Excel, PowerPoint).</p> <p>Attributes / Attitudes: Integrity; Tenacity; Reliability; Professionalism; Approachable and people orientated; Emotional and Cultural Intelligence; High stress tolerance; High energy levels; Methodical; Organized; Service oriented; Assertiveness and Independent thinker; team player.</p>

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

KEY FOCUS AREAS / OUTPUTS	KEY PERFORMANCE AREAS	KEY PERFORMANCE INDICATORS	WHY
Manages the Legislative Review Process	Implement Legislative Review Process	<ul style="list-style-type: none"> Manage risks and factors that may impact Legislative Review Process and Timeline. Monitor the adequacy of the Legislative Review Timeline. Keep NGH2P, GHC and MME abreast of the implementation of Legislative Review Process Procure services of relevant experts within specified Timeline. 	<ul style="list-style-type: none"> Ensure that Legislative Review is undertaken in accordance with specified processes. Ensure Legislative Review is undertaken within approved Timeline. Ensure that Legislative Review Process is reviewed and revised in very limited circumstances.
Manage National Coordination Framework	Effective facilitation of National Coordination Framework	<ul style="list-style-type: none"> Ensure proper preparation of National Coordination Framework engagements. Facilitate National Coordination Framework engagements. Ensure proper record keeping of meetings of National Coordination framework. 	<ul style="list-style-type: none"> Ensure proper and effective coordination of National Coordination Framework
Donor Support Coordination	Effective Donor Support (Legislative Review) Coordination	<ul style="list-style-type: none"> Coordinate Donor Support (Legislative Review). Facilitate consultative engagements with relevant Donors. Initiate use of Donor Funding within validity period. Ensure expenditure under Donor funded support used within set requirements. 	<ul style="list-style-type: none"> Ensure that Donors are kept abreast according to reporting mechanism. Ensure using of donor funding for as agreed and for purpose specified. Ensures strategic use of donor funding and support.
Stakeholder Engagement	Responsible for Legislative Review Stakeholder Engagement	<ul style="list-style-type: none"> Compile and update list of Stakeholders. Coordinate stakeholder engagements. Engage stakeholders at various stages of the Legislative Review Process. Keep proper record of stakeholder engagements. 	<ul style="list-style-type: none"> Ensure accurate stakeholder identification Ensure a continuous and periodic stakeholder Engagement. Ensure adequate stakeholder engagement

		<ul style="list-style-type: none"> • Maintain stakeholder relationships. 	
Legal Advisory Services	Perform any other duties as reasonably requested by the Head of Legal from time to time.	<ul style="list-style-type: none"> • Provide legal advisory services to internal stakeholders within the NGH2P. • Serve on internal and external committees when and if recommended by Head of Legal and appointed by the CEO. 	<ul style="list-style-type: none"> • Ensure a continuous relationship interaction as per set standards.

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 relevant 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