

ENVIRONMENTAL INVESTMENT FUND OF NAMIBIA

JOB DESCRIPTION: SKILLS DEVELOPMENT SPECIALIST

	NAME	DESIGNATION	SIGNATURE	DATE
DEVELOPED BY	Joseph Mukendwa	Head: Policy, Planning and Strategy		31.07.2024
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>COMPANY NAME: Environmental Investment Fund of Namibia, for Namibia Green Hydrogen Programme</p> <p>TITLE OF POSITION: Skills Development Specialist</p> <p>NAME OF CURRENT INCUMBENT: n.a.</p> <p>BUSINESS UNIT: Policy, Planning and Strategy</p>	<p>NAME OF SUPERVISOR: Joseph Mukendwa</p> <p>TITLE: Head: Policy, Planning and Strategy</p> <p>NUMBER OF DIRECT SUBORDINATES: n.a</p> <p>NUMBER OF INDIRECT SUBORDINATES: 1</p>	<p>DUTY STATION: Windhoek, with regular travel to project sites in the regions</p> <p>TYPE OF POSITION: Specialist: x Finance 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>The Planning, Policy & Strategy unit will work closely with the Head: Namibia Green Hydrogen Programme in the conception and execution of the strategy. The unit is responsible for the development, design and implementation of strategic plans across the units and will set and monitor relevant budgets. The unit will also be responsible for defining operational policy mandates which outline the role and mandate of the various parties in decision – making.</p> <p>The department is also responsible for coordinating education and research initiatives for the green hydrogen and derivatives sector. The incumbent will work with the Head: Policy, Planning and Strategy to ensure that skills development initiatives for the sector are identified, supported and executed efficiently and effectively.</p>	<p>The incumbent is responsible for obtaining and analysing information towards the promotion and coordination of sector skills, capacity development and taking appropriate actions to respond to private sector skills needs for the Green Hydrogen and Derivatives Sector. The incumbent will further conduct labour market analysis and liaise with relevant stakeholders to identify current and future skills needed in the sector.</p> <p>The incumbent will also be responsible for providing assistance for the facilitation of labour market integration through partnerships and interventions; coordination of sector skills, capacity development interventions and actions to respond to private sector needs as well as facilitate productivity assessments to ensure that productivity levels within the country are improved.</p>

JOB SPECIFICATIONS

TYPICAL ACADEMIC QUALIFICATIONS	TYPICAL EXPERIENCE BACKGROUND	TYPICAL SKILLS, KNOWLEDGE AND ATTRIBUTES / ATTITUDES AREAS REQUIRED
<p>Bachelor's Degree in Educational Leadership, Training and Development, Human Resources Development, Change Management or related.</p> <p>A Master's degree in a related field will be an advantage.</p>	<p>At least seven (7) years' experience in training and development, innovation and curriculum research of which 5 years of this experience should be at specialised/management level. Relevant work experience in the fields of training and development, innovation and productivity, and demonstrated research experience.</p>	<p>Skills: Critical and analytical thinking; Ability to democratize technical concepts; Prioritising and organising; Research skills; Strong presentation skills; Leadership, advisory and influencing; Computer literacy; Excellent command of English language; Good writing skills. Ability to work under high work pressure, workload and deliver on timeline, Strong coordination skills.</p> <p>Knowledge: Vast and in-depth knowledge of the local, regional and international trends in the education and research space.</p> <p>Attributes / Attitudes: Systematic and well-organized; Task driven; Integrity; Innovative; Tenacity; Reliability; Professionalism; Approachable and people orientated; Emotional and Cultural Intelligence; Assertiveness and Independent thinker.</p>

GENERAL

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

KEY FOCUS AREAS / OUTPUTS	KEY PERFORMANCE AREAS	KEY PERFORMANCE INDICATORS	WHY
<p><i>Training and development</i></p>	<p>Facilitate the alignment of skills development with labour market demands and economic development.</p>	<ul style="list-style-type: none"> Facilitate or work with institutions on the development of a comprehensive skills development strategy and plan for the green hydrogen and derivatives sector. Administer the mapping and matching of skills demanded by industry to those available in Namibia by ensuring that required data is acquired, maintained and updated by the relevant institutions. 	<ul style="list-style-type: none"> To ensure that there is sufficient quantities of the required skills at the required quality. To have good insight into local and international trends and approaches towards best practice in skills development for the sector.

		<ul style="list-style-type: none"> • Understand industry skills requirements and ensure skills transfer and development initiatives are coordinated to respond to the labour market. • Develop and maintain a list of Namibia's scarce and priority skills in respect of the Green Hydrogen sector. • Facilitate the coordination of private sector input in the curriculum of institutions of higher learning to ensure that programmes are responsive to the demands of the industry. • Facilitate engagements with Government Bodies, Universities, Training Institutions, Labour Unions, Industry and international organisations to ensure the facilitation and implementation of targeted skills development initiatives. • Facilitate engagements with NSFAF, NTA and other funding agencies to ensure identified scarce skills are included as funding priorities and that Namibian students with potential are identified, funded and trained to occupy these positions. 	
Research	Independent data collection and research for verification/ validation purposes on skills development, locally, regionally and internationally.	<ul style="list-style-type: none"> • Carry out pro-active research and analysis, inter alia, on request of the Task Force for education and research. • Research and fact checking in support of skills development. • Contribution to the Programme's "Thought Leadership" by writing or contribution to articles and participation in panel discussions and media briefings etc. 	<ul style="list-style-type: none"> • To provide well-informed advice to relevant governing bodies for the GH2 sector on international best practice in the space of skills development.
Stakeholder Engagement	Proactive engagement with internal and external stakeholders.	<ul style="list-style-type: none"> • Co-create and continuously update the Programme's Stakeholders' Map for education and research. • Liaise with immediate partners and external stakeholders on an ongoing basis, be that in formal or more informal settings. • Participate and represent the Programme in stakeholder consultative meetings originating from Programme workstreams and external governmental or non-governmental sources. • Represent the Programme, its mandate and ambitions at local, regional, and international forums. • Provide the Secretariat function for the Task Force to assess and manage skills development interventions for the green hydrogen and derivatives sector. 	<ul style="list-style-type: none"> • Achieve broad-based support in and outside of Namibia to the green hydrogen sector as a new driver of sustainable economic development in the country.

Monitoring and Evaluation	Contribute to regular M&L and Programme reporting.	<ul style="list-style-type: none"> Help populate the monitoring, evaluation and learning module in the Programme management system, relating to education and research. Monitor and report on progress relating to education and research. 	<ul style="list-style-type: none"> To ensure ongoing improvement in the contribution of the IESG Business Unit to the overall NGH2P objectives.
Other	Perform any other duties as reasonably requested by the Head: Policy, Planning and Strategy, from time to time.	<ul style="list-style-type: none"> Since the Programme 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. 	<ul style="list-style-type: none"> To ensure emerging issues in the education and research space are effectively addressed.

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