

# ENVIRONMENTAL INVESTMENT FUND OF NAMIBIA

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## JOB DESCRIPTION: SENIOR ENVIRONMENTAL OFFICER NAMIBIA GREEN HYDROGEN PROGRAMME

	NAME	DESIGNATION	SIGNATURE	DATE
DEVELOPED BY	Eline van der Linden	Head: Impact & ESG		09.07.2024
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><b>COMPANY NAME:</b> Environmental Investment Fund of Namibia, for Namibia Green Hydrogen Programme</p> <p><b>TITLE OF POSITION:</b> Senior Environmental Officer</p> <p><b>NAME OF CURRENT INCUMBENT:</b> n.a.</p> <p><b>BUSINESS UNIT:</b> Impact and ESG</p>	<p><b>NAME OF SUPERVISOR:</b> Eline van der Linden</p> <p><b>TITLE:</b> Head: Impact and ESG</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, with regular travel to project sites in the regions</p> <p><b>TYPE OF POSITION:</b>  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>This Business Unit ensures the green hydrogen/industrialisation drive in Namibia will deliver sustainable socio-economic impact while observing best governance practices. Namibia provides for environmental protection in its Constitution and economic development is guided by two key pieces of legislation, the Environmental Management Act and the Nature Conservation Amendment Act. Utilizing abundant renewable energy resources in the form of wind and solar for green hydrogen production and industrialization must abide by a strict set of rules to safeguard ecosystems, essential ecological processes and biodiversity.</p> <p>The Unit will also provide specialist advisory services to the green hydrogen/industrialization ecosystem and ensure IESG compliance throughout the value chain. The ultimate objective is to realize transformational development of green hydrogen/industrialization in Namibia within IESG safeguards.</p> <p>Cross cutting functions of the Namibia Green Hydrogen Programme the IESG Business Unit 3 contributes to are: green diplomacy; ongoing research and market testing; donor coordination and fund raising; review of legal documentation and contractual reviews; risk management; effective interaction with Environmental Investment Fund (EIF) for good corporate governance; overall planning, budgeting, procurement, reporting to JIC and GHC; and the performance management system.</p>	<p>This position is created to fully build out the sustainability aspects of the development of the green hydrogen sector in terms of environmental protection and biodiversity promotion.</p> <p>The Senior Environmental Officer will focus on the technical aspects to achieve excellent environmental stewardship and inculcate these insights and best practices throughout the green hydrogen ecosystem.</p>

**JOB SPECIFICATIONS**

TYPICAL ACADEMIC QUALIFICATIONS	TYPICAL EXPERIENCE BACKGROUND	TYPICAL SKILLS, KNOWLEDGE AND ATTRIBUTES / ATTITUDES AREAS REQUIRED
<p>Masters's Degree in Environmental Management and Sustainable Development or related.</p>	<p>At least seven (7) experience in environmental management/stewardship of which 5 years of this experience should be at specialised/management level.</p> <p>Demonstrated experience in Environmental and Social Impact Assessments (ESIA) and/or Strategic Environmental and Social Assessment (SESA) and research skills</p>	<p><b>Skills:</b> Critical and analytical thinking; Ability to democratize technical and complex concepts; Prioritising and organising; Research skills; Strong presentation skills; Leadership, advisory and influencing; Computer literacy; Excellent command of English language; Good writing skills.</p> <p><b>Knowledge:</b> Environmental management; Sustainable development concepts and approaches; Biodiversity protection; Spatial planning; Contract management; Environmental legislation and compliance; IFC Performance Standards.</p> <p><b>Attributes / Attitudes:</b> 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><b><i>Socio-environmental Research and Fact Checking</i></b></p>	<p>Independent data collection and research for verification/ validation purposes and on relevant topical issues, international and regional trends, new socio-environmental legislation and regulatory directives that may affect the Programme, and items of special interest.</p>	<ul style="list-style-type: none"> <li>• Gap analysis on legislative framework for socio-environmental compliance (e.g. there is no legislative instrument for the SESA).</li> <li>• Review of existing policies and land use plans from a socio-environmental perspective.</li> <li>• Research and fact checking in support of the Synthetic Fuels Policy, and other green hydrogen sector and related policies, plans and projects.</li> </ul>	<ul style="list-style-type: none"> <li>• To have good insight into international trends and approaches towards best practice in socio-environmental management.</li> <li>• To provide well-informed advice to relevant governing bodies for the GH2 sector on best international practice for socio-environmental management.</li> </ul>

		<ul style="list-style-type: none"> <li>• Review of socio-environmental studies in the green hydrogen space and extract learnings for Namibia.</li> <li>• Pro-active topical research and analysis, inter alia, on request of the Permanent Task Force for biodiversity and environmental protection (see below).</li> </ul>	
<b>Socio-environmental Technical Support and Advice</b>	Provide technical support and advice on socio-environmental performance standards and other relevant aspects across the portfolio of the IESG business unit, and to the Programme at large.	<ul style="list-style-type: none"> <li>• Co-create the NGH2P IESG Policy and Strategy.</li> <li>• Co-create the IESG Operational Framework, including a socio-environmental checklist for use during field visits.</li> <li>• Proactively identify potential socio-environmental risks in the roll-out of the NGH2P and within the Programme's ecosystem.</li> <li>• Contribution to NGH2P's "Thought Leadership" by writing or contribution to articles and participation in panel discussions and media briefings etc.</li> <li>• Provide advice to companies entering the green hydrogen sector on socio-environmental compliance.</li> <li>• Contribute to IESG audits.</li> </ul>	<ul style="list-style-type: none"> <li>• To ensure the NGH2P holds itself accountable to a high standard in terms of socio-environmental performance standards, in line with international best practice.</li> <li>• To expand the capacity of the IESG Business Unit by requesting all staff to complete the socio-environmental check lists during field visits.</li> </ul>
<b>Stakeholder Engagement</b>	Proactive engagement with internal and external stakeholders.	<ul style="list-style-type: none"> <li>• Co-create the Programme's Stakeholders' Map for IESG, 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.</li> <li>• Participate and represent the NGH2P in stakeholder consultative meetings originating from Programme workstreams and external governmental or non-governmental sources.</li> <li>• Represent the NGH2P, its mandate and ambitions at local, regional, and international forums.</li> <li>• Provide the Secretariat function for the Permanent Task Force (PTF) to assess and manage the biodiversity concerns in the hydrogen industry under the framework of the Community-Based Natural Resource Management Programme and resource the PTF where possible.</li> </ul>	<ul style="list-style-type: none"> <li>• 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.</li> </ul>
<b>Origination &amp; Contract Management</b>	Help originate Terms of Reference and support the contract management function for consultancies.	<ul style="list-style-type: none"> <li>• Co-create the Terms of Reference for consultancies (studies, research, assessments, etc.) in support of the IESG portfolio.</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure high quality of deliverables on consultancies set out by the NGH2P, realizing high value for money.</li> </ul>

		<ul style="list-style-type: none"> <li>Review the Terms of References originated by other NGH2P Business Units from a socio-environmental perspective, including the ESIA for the MET Mast Campaign.</li> <li>Pro-actively provide contract management services for the IESG Business Unit projects, including the Strategic Environmental and Social Assessments (SESAs) for the Southern, Central and Northern green hydrogen valleys.</li> <li>Review the contract deliverables of contracts originated by other NGH2P Business Units, from a socio-environmental perspective including the ESIA for the MET Mast Campaign.</li> <li>Where so requested serve on the Bid Evaluation Committee for selected consultancies as organised by the EIF Procurement Unit.</li> </ul>	
<b>Compliance Monitoring</b>	Ensure green hydrogen production, industrialisation and corridor development initiatives and projects meet the required socio-environmental performance standards.	<ul style="list-style-type: none"> <li>Support and/or participate or undertake field visits for ground truthing and project level assessments.</li> <li>Liaise with the industry on socio-environmental derisking, implementation of the agreed Environmental Management Plans, etc.</li> <li>Work with the Environmental Commissioner's Office and support the review of ESIA's for green hydrogen projects.</li> <li>Support IESG investigations as required.</li> </ul>	<ul style="list-style-type: none"> <li>To demonstrate to internal and external stakeholder that the green hydrogen sector adheres to high socio-environmental standards.</li> <li>To support the GH2 Impact Tracker, and ensure integrity of the data provided on the various projects in the green hydrogen sector.</li> </ul>
<b>Monitoring, Evaluation and Learning (MEL)</b>	Contribute to regular MEL and Programme reporting.	<ul style="list-style-type: none"> <li>Proactively participate in IESG performance indicator setting and tracking, and reviews.</li> <li>Help populate the monitoring, evaluation, and learning (MEL) module in the NGH2P programme management system (SoftXpert), relating to socio-environmental matters.</li> <li>Identify data gaps and make recommendations for data collection.</li> <li>Report on progress relating to socio-environmental work for NGH2P regular reports, donor reporting, media updates, and other.</li> </ul>	<ul style="list-style-type: none"> <li>To ensure ongoing improvement in the contribution of the IESG Business Unit to the overall NGH2P objectives.</li> </ul>
<b>Other</b>	Perform any other duties as reasonably requested by the Head: Impact & ESG, 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 socio-environmental space 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