

# VACANCY

**Manager: External Affairs and Communications**  
**Patterson Grade D Upper**  
**Fixed Term : 2.5 Years**

The office of the Head of the Programme is overall responsible for the conception of and driving the implementation of the strategy for the Namibia Green Hydrogen Programme. It acts as a conduit between the line Ministry, the Joint Implementation Committee/Green Hydrogen Committee and staff, to inform the achievement of the Programme's priorities as well as act as a liaison between external stakeholders. This position will be in the office of the Head of the Programme and serves as the official communication and contact for the Programme with key stakeholders. The Environmental Investment Fund of Namibia (EIF) on behalf of the Namibia Green Hydrogen Programme (NGH2P) invites application from suitably qualified and experienced Namibian nationals to apply for the position of **Manager: External Affairs and Communications**

## Project Management and Implementation:

### Strategic Communication

- Implement the organization's strategic communication strategy

### Advise

- Constantly decides how to best assist others in managing the finer details of Corporate Communications, and how to put in place a support capacity that is used/user friendly and that adds value

### External Communication

- Oversee the distribution of information outside of the organization and ensure that this information is managed effectively

### Internal Communication

- Oversee the distribution of information within the organization and ensure that this information is managed effectively

### Reporting:

- Reporting of the Programme's activities

### Corporate Policy and Corporate Social Responsibility

- Manage the organization-wide Corporate/ Social Responsibility policies.

### Brand Management:

- Official custodian for the Programme's brand

### Media Relationship

- Structures the relationship with the media using own discretion, but within the framework of the Programme's policies, in order to maintain a healthy working relationship and understanding

### Stakeholder engagement:

- Relationship Management

## Qualifications, Experience and Other Requirements

- A Bachelor in Business Administration or post graduate qualification in Marketing, Communication Management, Media Journalism, Public Relations or related field from a recognised institution. A Public Relations or Communications accreditation with a recognized institution serves a distinct advantage.
- Knowledge and experience of journalism would be a distinct advantage
- Minimum of five (5) years business or communication experience of which at least three (3) years are at managerial level with extensive exposure in the area of Strategic Communication,
- Project management experience in the implementation of information technology systems and processes at corporate level
- Namibian citizen., with a valid drivers' license is a requirement
- Availability to travel

For inquiries, please contact the Human Resource Department at [recruitment@EIF.ORG.NA](mailto:recruitment@EIF.ORG.NA) or +264 61431 7701 or +264 61431 7730

All applications should be directed to:

Ms. Lizl Timbo

Manager: Human Resources

Tel: +264 61 4317730/431 7710

A full Terms of Reference outlining the detailed job description and other requirements can be obtained from the EIF website, [www.eif.org.na/documents/vacancies](http://www.eif.org.na/documents/vacancies) or through email request, [recruitment@EIF.ORG.NA](mailto:recruitment@EIF.ORG.NA)

## NO HAND DELIVERIES

Applications with cover letter, recent CV and copies of qualifications should be emailed to [recruitment@eif.org.na](mailto:recruitment@eif.org.na)



**Due date: 31 July 2024**