

VACANCY



Environmental Investment Fund
of Namibia | ensuring sustainability

Chief Human Capital & Corporate Services – 5 year contract Patterson Grade E1: N\$696,080 – N\$1,049,601

The Environmental Investment Fund (EIF) is an investment fund, set up under the laws of Namibia, with the express purpose of raising financial resources for direct investment in environmental protection, climate resilience and natural resource management activities and projects which support the sustainable economic development of Namibia. The EIF invites application from suitably qualified and experienced Namibian nationals to apply for the position of **Chief Human Capital & Corporate Services**

Scope

Reporting to the Chief Executive Officer, the Chief Human Capital & Corporate Services position is part of Executive Management Committee of the Environmental Investment Fund of Namibia (Fund) and is responsible for strategically leading and implementing of Strategic Human Capital Management and Corporate Services programmes and guide the effective management of the overall provision of Human Resources and Corporate services, policies, and programs for the entire company to ensure the company is capacitated with competent human capital and suitable resources to optimize organisational performance, with respect to strategic and transactional human capital, corporate services and shared services support.

Main responsibilities

- Provide strategic direction and leadership of the Human Capital Management and Corporate Services
- Implement Strategic Human Capital Management and lead Human Resources function effectiveness
- Implement strategic corporate services programmes and lead Corporate Services function effectiveness
- Oversee the budget for the Human Capital & Corporate Services Department
- Oversee Divisional Human Capital & Corporate Services Activities
- Responsible for EIF's stakeholder engagement strategy
- Perform any other duties as reasonably requested by the CEO from time to time

Qualifications & Experience

- A Behavioural Science Qualification or Honors Degree in Human Resources relevant areas (Industrial Psychology, Management Science etc
- A Masters in Business Administration or Masters in Behavioural Science or equivalent at NQF level 9 in Human Resources, Industrial Psychology or related field be an added advantage.
- A leadership Programme qualification will be an added advantage
- Proficient in MS Office and financial management software, SAGE 300 People, SAGE VIP
- 10 years relevant managerial experience in business management & administration or human resource services provision and management, covering major human resource fields of which 5 years should be in senior managerial level.

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 or through email request, recruitment@eif.org.na.

All applications should comprise of a cover letter, recent CV and copies of qualifications.

All applications should be directed to:

Electronic delivery and queries:

Ms. Lizl Timbo
Human Resources Manager
Tel: +264 61 4317730
E-mail: recruitment@eif.org.na

No Hand or postal deliveries

Previously disadvantaged Namibians, women, disabled persons and the youth are encouraged to apply for this position. Only shortlisted candidates will be contacted for interviews.

**Closing date, 16:00
Thursday 14 July 2023**