

ENVIRONMENTAL INVESTMENT FUND OF NAMIBIA

JOB DESCRIPTION: CHIEF HUMAN CAPITAL & CORPORATE SERVICES OFFICER

	NAME	DESIGNATION	SIGNATURE	DATE
DEVELOPED BY	PwC Namibia			31 May 2023
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 job holder 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

TITLE OF POSITION: Chief Human Capital & Corporate Services

NAME OF CURRENT INCUMBENT:

DIVISION: Human Capital & Corporate Services

NAME OF SUPERVISOR:

TITLE: Chief Executive Officer

NUMBER OF DIRECT SUBORDINATES: 1

NUMBER OF INDIRECT SUBORDINATES: 7

DUTY STATION: Windhoek

TYPE OF POSITION:

Specialist: ☒ x

Finance

Administration:

Mixed

Clerical

PURPOSE AND FUNCTIONS OF THE DEPARTMENT

The primary purpose of this department is to provide fully functional HR and Corporate Services to the organization, on a strategic as well as operational level, by offering people management solutions that are aligned with and support the achievement of EIF's business strategies.

The role of human resource management is to plan, develop, and administer policies and Programmes designed to make expeditious use of EIF's human resources. It is that part of management which is concerned with the people at work and with their relationship within the EIF. The objectives are effective utilization of human resources, desirable working relationships among all members of the organization and maximum individual development. The Human Resource and Corporate Services department is the custodian of various human resource functions such as:

1. Strategic Human Capital Leadership and Management,
2. Strategic Human Capital Function,
3. Strategic Corporate Services Function,
4. Functional Budget,
5. Divisional Human Capital & Corporate Services Activities,
6. Stakeholder Engagement, and
7. Advisory Services

These seven areas and their related functions share the common objective of an adequate number of competent employees with the skills, abilities, knowledge, and experience needed to further the organizational goals. Although each human resource and corporate services

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

This position is part of Executive Committee of Management (EXCO) of the Environmental Investment Fund of Namibia (Fund) and is responsible to strategically lead implementation 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.

function can be assigned to one of the five areas of personnel responsibility, some functions serve a variety of purposes.	
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JOB SPECIFICATIONS		
MINIMUM ACADEMIC QUALIFICATIONS	TYPICAL EXPERIENCE BACKGROUND	TYPICAL SKILLS, KNOWLEDGE AND ATTRIBUTES / ATTITUDES AREAS REQUIRED
A Master's Degree in Human Resource, Business Administration, Behavioural Sciences, Public Administration, Industrial Psychology or related field.	At least ten (10) years working relevant managerial experience in Business Administration/Management or Human Resource services provision and management, covering major human resource fields of which five (5) years should have been at senior managerial level.	<p>Skills: Strategic planning and thinking, Leadership and advisory; Project management; Analytical; Negotiation; Excellent command of English language; Decision making; Computer literate; Relationship management; Financial management; Performance management; Prioritising and organising and Presentation skills.</p> <p>Knowledge: Strategic Planning; Business Models; Communication and Public Relations practices; Corporate marketing principles; Industrial Relations Principles; Human Resources principles and models; Labour Legislation; Corporate governance; Information Systems (IS) / Information Technology (IT) applicable to functions; EIF's administration policies and procedures; Financial Planning models; Financial management; Procurement principles; Asset management 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; Ability to lead and inspire; Assertiveness and Independent thinker.</p>

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

KEY FOCUS AREAS / OUTPUTS	KEY PERFORMANCE AREAS	KEY PERFORMANCE INDICATORS	WHY
Strategic Human Capital Leadership and Management	Provide strategic direction and leadership of the Human Capital Management and Corporate Services.	<ul style="list-style-type: none"> Analyse EIF's business plan and corporate objectives to formulate an appropriate Human Capital and Corporate services strategy, action plans, and tasks. Oversee the preparation and implementation of the Annual Human Capital & Corporate services Strategic Plan to support the overall strategic aims and objectives of the Board. Enhance credibility for the Human Capital and Corporate Services by providing timely and accurate analysis of budgets, employee reports, and human resources trends in order to assist the CEO, the Board and other executives in performing their responsibilities. Direct the development of relevant and appropriate strategic Human Capital and Corporate Service strategies consistent with the short- and long-term objectives of the Environmental Investment Fund of Namibia. Evaluate and advise on the impact of long-term human capital planning, the introduction of new corporate strategies and financial implications on the Environmental Investment Fund of Namibia. Oversee the overall provision of Human capital and Corporate services and direct team members in the management of their assigned functions to ensure that performance objectives, measures, targets, and initiatives are met in a way that is consistent with established policies and programmes. 	<ul style="list-style-type: none"> To ensure the achievement of business objectives and strategic imperatives for Human Capital & Corporate Services. To ensure HR functional strategy determines the basis on how HR delivers the expected value and support corporate business priorities. To ensure Human Capital and Corporate strategy determines the basis on how HR delivers the expected value and support corporate business priorities. To ensure that strategic projects are delivered as per agreement with management and Board directives.
Manage Strategic Human Capital Function	Implement Strategic Human Capital Management and lead	<ul style="list-style-type: none"> Define, design and implement strategic HR Projects/initiatives in line with EIF's Vision, Mission and Objectives. 	<ul style="list-style-type: none"> To ensure that the HR function support the attainment of strategic objectives.

	Human Resources function effectiveness	<ul style="list-style-type: none"> • Oversee the preparation and implementation of the Annual Human Capital Plan to support the overall strategic aims and objectives of the Board. • Directing and influencing the development of a high-performance culture through the implementation of appropriate performance management system and associated practices towards the optimization of resources management within the context of driving the attainment of strategic goals and objectives. Enhance, develop, implement and ensure adherence to all EIF's Human Capital policies, procedures, and programmes by way of systems that will improve the overall human resources operations and effectiveness of the Fund. • Ensure EIF's Human Capital policies, procedures and programmes align with best market practice and governance and regulatory compliance frameworks and are implemented effectively across the organisation. • Oversee the EIF's training activities to contribute to employee effectiveness and profitability. • Design and implement the remuneration & reward systems within EIF in line with best practices and as appropriate to EIF's Rewards Strategy and overall business strategies. • Directing the building of a talent pipeline for business units through the identification and development of key talent, succession plans and implementation of relevant programs. • Providing direction in the development and management of employee relations, staff welfare matters. • Advise and consult line managers in the facilitation of human capital change management in supporting business change management programs. Oversee the development and facilitation of organization change initiatives. • Initiate and guide the development and implementation of Employee Wellness programmes / initiatives. • Formulate and direct all organisational development aspects including reporting structures, job design, and manpower forecasting. • Responsible for ensuring regular organisational surveys are conducted to assess employee engagement and satisfaction, as and when required. 	<ul style="list-style-type: none"> • To contribute towards the divisional strategy and budget objectives. • To ensure effective and efficient delivery of service excellence. • To ensure that the Human Resources strategic objectives are attained, and relevant processes executed. • To establish and direct the organisation's HR procedures and strategies, taking account of the operating environment. • To ensure compliance to the employment and equity regulations. • To ensure compliance with legislative frameworks. • To ensure continuous improvement of crucial HR process throughout RA operations. • To ensure that staff competence gaps are identified and addressed. • To ensure that employees are oriented, inducted, develop and trained. • To ensure that EIF has attraction, retention and talent management programmes. • To ensure that compensations and benefits schemes are developed and implemented. • To ensure employee safety, welfare, wellness and health programmes are developed and executed. • To ensure industrial peace and harmony through continuous engagement with labour union.
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Manage Strategic Corporate Services function	Implement strategic corporate services programmes and lead Corporate Services function effectiveness	<ul style="list-style-type: none"> • Support the formulation and implementation of corporate strategy by assisting the EIF leadership/management in crafting Strategic Plan and reviewing of the corporate scorecard (3-years). • Promote the corporate image in line with the Mission, Values and objectives of EIF. • Ensure compliance to the EIF's procurement policy and procedures, in relation to procurement within the Corporate Services division. • Develop, implement, monitor, and proactively manage the EIF's office support policy, procedures, and processes to ensure effective office support is provided. • Engage, consult, manage and oversee the implementation of Corporate Services projects in the organisation. • Develop, implement, monitor, and proactively manage the full corporate services policy, strategy, and processes across the organisation. • Oversee and manage all administrative, communication and corporate service policies and processes. 	<ul style="list-style-type: none"> • Ensure compliance to company identity. • To support implementation of the corporate strategic goals and objectives. • Ensure that projects are timely completed. • To ensure an effective and efficient Corporate services function.

		<ul style="list-style-type: none"> • Develop, implement, monitor, and proactively manage the EIF's Fleet Management policy, procedures, and processes to ensure that the fleet management portfolio is optimised. • Ensure effective management of corporate services, administration and staff to ensure effective corporate service delivery. • Oversee the management of all internal departmental projects as related to corporate services. 	
Manage Functional Budget	Oversee the budget for the Human Capital & Corporate Services Department.	<ul style="list-style-type: none"> • Responsible for the compilation and supervision of the annual Human Capital and Corporate Services' Departmental Budget upon approval and ensure that EIF follows a sensible approach regarding resource budgeting. • Monitor departmental performance and expenses in relation to set standards and take corrective action when necessary. • Overseeing and controlling budget expenditure for the HR function. • Approving payments for the procurement of goods and services for the HR function according to the internal limits of authority. • Regularly assess the overall human capital and corporate services departmental budget for cost/benefit effectiveness. • 	<ul style="list-style-type: none"> • To remain within the approved budget. • To manage the financial resources within the budget guidelines and within acceptable financial principles. • To manage the financial resources within the budget guidelines and within acceptable financial principles. • To control expenditure. • To remain within the approved budget.
Manage activities of the division	Oversee Divisional Human Capital & Corporate Services Activities.	<ul style="list-style-type: none"> • Develop periodic divisional scorecard and Review and implement the delegation of authority. • Ensure adequacy of human and technical resources and requirements. • Ensure appropriate management of risks. • Manage staff in line with policies and procedures. • Individual Training and Development Plans (IDP's) for each staff member. Set up scorecards. • Train, develop and evaluate employees to enhance their performance, development, and work product. • Address performance issues and make recommendations for personnel actions and discipline. 	<ul style="list-style-type: none"> • To ensure an effective and efficient functional unit

		<ul style="list-style-type: none"> • Determine standards of performance for the division. • Monitor performance and achievements in order to increase performance. • Ensure the development of a performance-orientated culture. 	
Stakeholder Engagement	Responsible for EIF's stakeholder engagement strategy	<ul style="list-style-type: none"> • Review and implement a coordinated stakeholder engagement strategy. • Participates in meetings of the EIF, i.e. Management and Board meetings when required. • Ensure regular external stakeholder perception surveys are conducted. • Interacts with the Chief Executive Officer regarding directives from the Board, operations of the corporation, delegation and in establishing and formulating policy documents. • Engage relevant and appropriate internal and external stakeholders to ensure that EIF stays abreast of the latest thinking and best practices in human capital and corporate services. • Collaborate with all relevant and appropriate strategic stakeholders (internal and external). 	<ul style="list-style-type: none"> • Ensure continuous stakeholder Engagement.
Advisory Services	Perform any other duties as reasonably requested by the CEO from time to time.	<ul style="list-style-type: none"> • Provide technical advice to internal stakeholders on corporate services and human capital-related issues. • Serve on internal and external committees when and if 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 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