



Environmental Investment Fund
of Namibia | ensuring sustainability

VACANCY

Chief Human Capital & Corporate Services Officer – 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 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.
- A leadership Programme qualification will be an added advantage.
- Relationship management, Financial management and Performance management.

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, providing a detailed motivation for the position, signed by the applicant. An up-to-date detailed curriculum vitae, including at least two professional references. Certified copies of highest academic qualification attained. Foreign qualifications must be evaluated by the Namibia Qualification Authority (NQA) and proof of evaluation qualifications should be attached. Certified copies of identity Document and all other supporting documents. recent CV and certified copies of qualifications.

All applications should be directed to:

Electronic delivery and queries:

Mr. Benedict Libanda
Chief Executive Officer
Tel: +264 61 4317702
E-mail: recruitment@eif.org.na

Or Hand delivered at EIF building, 8933 c/o of Dr.
Theo-Ben Gurirab & Heinitzburg Streets, Heinitzburg
Heights, Klein Windhoek.

Previously disadvantaged Namibians, women, disabled persons and the youth are encouraged to apply for this position. No documents will be returned and only shortlisted candidates will be contacted for interviews

**Closing date, 16:00
Wednesday 9th August 2023**