

VACANCY



Environmental Investment Fund
of Namibia | ensuring sustainability

Position Title : Environmental and Social Safeguards (ESS) Officer
Reports to : Monitoring and Evaluation (M&E) Specialist
Office : Windhoek, Namibia

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 Environmental and Social Safeguards (ESS) Officer.

Scope:

The position reports under EIF's Department of Operations. Reporting to the M&E Specialist, the ESS Officer is responsible for 3 broad results areas outlined herein:

1. Developing and overseeing environmental social and safeguard policies and procedures of the EIF.
2. Ensure the implementation and maintenance of an ESS M&E system within EIF.
3. The incumbent will also serve as the custodian of ESS Policy of the Fund thereby ensuring that the said policy and its associated instruments are regularly reviewed, revised, updated and kept current.

Duties and Responsibilities:

1. Assume overall and lead responsibility for the implementation of EIF's Environmental and Social Safeguard (ESS) Policy – including compliance, maintenance and regular updating thereof.
2. Provide technical expertise on key issues related to environmental and social impact assessment and on sustainability risks in the design, preparation, implementation and supervision of project operations
3. Perform ESS due diligence procedures on new project proposals – both developed by EIF for submission to donor as well as those received from applicants for EIF funding.
4. For each project or funded activity, design suitable ESS risk and impact mitigation measures lending themselves for incorporation into funding/partnership agreements.
5. Develop and maintain an institutional ESS management plan, and draft relevant project processing documentation with regards to environment and social impact issues.
6. Ensure, through assessment and dialogue, that EIF's prospective clients and partners, before entering into binding agreements, understand the applicable ESS policies, guidelines and project-specific requirements.
7. Provide training and targeted capacity-building to funded and supported partners with the view to enable them to monitor and evaluate their own activities, gather relevant data and produce relevant reports as per agreed indicators.
8. Identification process and provide periodic reports of such projects.
9. Review ESS monitoring reports and status and completion reports prepared by implementing partners for management action on problems encountered in project implementation
10. Maintain ESS records and data on all EIF programs and projects including on a computerized system.
11. Undertake any other duties assigned regarding ESS and M&E and other tasks as necessary

Experience and Education

3.1 Experience:

- At least three years' experience related to the above duties and responsibilities with a proven track record of working in ESS, environmental impact assessment (EIA) or M&E environments will be required.
- Computer literacy and competence with spreadsheets and databases will be tested professionally.
- Familiarity with EIA principles especially under Namibian Environmental Management Act and with International Finance Corporation's (IFC) ESS Performance Standards.
- Code BE drivers' license.
- Namibian citizenship.

3.2 Education:

- A B-Degree in Environmental Studies, Natural Resources Management, Agricultural Economics, Development Studies or other related fields.
- Courses in EIA or ESS by accredited institutions will be an advantage.

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
Head: Human Resources
Tel: +264 61 4317710
E-mail: recruitment@eif.org.na

Hand or postal delivery:

8933, Heinitzburg Heights,
c/o Heinitzburg & Burg Street,
Klein Windhoek
P.O Box 28157,
Auas Valley

Closing Date:

16:00, Thursday, 8 August 2019

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.