



VACANCY

Grants Officer: 1.5 Years Fixed term Patterson Grade C4

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 Grants Officer will support the Project Manager in managing and promoting the SAP006 grants initiative. Key responsibilities include reporting, planning, organising, and implementing the grant-making process. The role also involves fostering strong relationships with stakeholders such as government ministries, regional councils, local authorities, NGOs, CBOs, the private sector, and academic institutions. The EIF invites suitably qualified and experienced Namibian nationals to apply.

Main responsibilities

- Ensure that grantees compliance with donor guidelines, organisational policies and legal frameworks.
- Monitor and enforce adherence to grant agreements, including financial and reporting requirements.
- Collaborate with SAP006 PMU to draft and review grant proposals.
- Ensure proposals align with donor priorities such as addressing climate adaptation, biodiversity, Ecosystem based Adaptation and community resilience.
- Review grantee budgets, cost forecasts and financial justifications for proposals.
- Manage budgets for SAP006 grants projects, ensuring proper allocation and use of funds.
- Prepare and review financial reports for submission to donors and stakeholders.
- Monitor expenditure to ensure it is in line with the approved budget and donor requirements.
- Track grantee project milestones and deliverables, ensuring timely submission of narrative and financial reports.
- Coordinate with project teams to gather data and evidence on project impacts, such as improved ecosystem services and community adaptation.
- Report on grant performance and progress to donors and organisational leadership.
- Provide training and technical support to project staff and community stakeholders on grant management and reporting.
- Support grantees understand donor expectations and comply with funding requirements.

Qualifications & Experience

- Bachelor's degree in either Natural Resources Management, Business Administration, Project Management, Social Sciences and Rural Development or Environmental Management.
- At least 3 years' working experience in accounting and finance, preferably in large government or non-government organisations, is required.
- Knowledge of Agriculture and Environment Act
- Good leadership and communication skills

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 certified copies of qualifications must be sent to recruitment@eif.org.na.

For inquiries, please contact the Human Resources Department at recruitment@EIF.ORG.NA or +264 61431 7730 **Mr. Jason Dietlik** or **Mr. B Kasale**

All applications should be directed at:

Ms. Lizl Timbo

Manager Human Resources

ELECTRONIC SUBMISSIONS ONLY

Due date: 28 February 2025