



VACANCY

Head: Corporate Communications

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 **Head: Corporate Communications**.

Scope

Reporting to the Chief Executive Officer, the candidate will lead and direct the corporate communications and public relations activities at the EIF, as well as coordinate the Information Technology function of the Fund.

Main responsibilities

- Review and implement corporate communication strategies and policies that will enhance the public image of the company, including official communication channels between the public and EIF;
- Coordinate and manage relationships with all external stakeholders to the benefit of the institution's image and reputation, and in support of resource mobilization efforts;
- Plan and lead the strategic and operational management of information and communication technology system services, meeting the current and future needs of the Fund whilst ensuring that service provision is cost effective, reliable and client focused;
- Ensure ongoing provision, development and maintenance of the Company's core network infrastructure, business systems and telephony.

Qualifications & Experience

- A Bachelors degree in Marketing, Communication Management, Media Journalism, Public Relations or related field from a recognised institution. A Masters in Business Administration (MBA) or related post graduate qualification in the above fields serves as a distinct advantage,
- A Public Relations or Communications accreditation with a recognized institution is a distinct advantage,
- A minimum of five (5) years business or communication experience of which at least two (2) years spent at managerial level,
- Extensive exposure in the area of Strategic Communication and proven experience in information-based work, or advocacy-related communication,
- Knowledge and experience of environmental journalism would be a distinct advantage,
- Proven project management experience in the implementation and application of information technology and business management systems and processes at corporate level,
- Fluency in verbal and written English with the ability to communicate with internal and external stakeholders in an unambiguous manner.

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

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, Friday, 17 May 2019