

JOB TITLE: Manager: Corporate Communications (Grade: D3)
ORGANIZATION: Environmental Investment Fund of Namibia (EIF)
REPORTS TO: Chief Executive Officer (CEO)
DUTY STATION: Windhoek, Namibia
EMPLOYMENT TYPE: Full-Time

About the Organization

The Environmental Investment Fund of Namibia (EIF) is a leading institution dedicated to promoting environmental sustainability, climate finance, and green development. We champion innovative solutions that drive Namibia's green economy and work tirelessly to ensure a sustainable future for all. Our reputation and stakeholder trust are built on clear, consistent, and impactful communication.

About the Role

We are seeking a strategic and dynamic communications professional to join our team as the Manager: Corporate Communications. Operating directly under the CEO, you will be the custodian of our organizational voice and a key advisor on all communications matters.

Your primary mandate will be to manage the flow of information both internally and externally ensuring alignment with our strategic objectives. You will act as the official liaison between the institution and its key stakeholders, safeguarding and promoting our reputation. This role also encompasses critical business support functions, requiring a leader who can manage projects, foster relationships, and oversee our information and communication technology (ICT) needs from a business perspective.

Key Responsibilities

1. Strategic Communication & Stakeholder Engagement

- Serve as the official point of contact for communication between the Office of the CEO and key institutional stakeholders.
- Develop and implement comprehensive communication strategies that support organizational goals.
- Manage media relations, draft press releases, and handle public inquiries to maintain a positive public image.
- Cultivate and maintain strong relationships with internal and external stakeholders, including partners, media, and the community.

2. Internal Communications

- Oversee the development and distribution of all internal communications to ensure information is shared effectively and consistently across the organization.
- Develop and maintain internal communication channels (e.g., newsletters, intranet, memos) to foster an engaged and informed workforce.
- Serve as an internal liaison, facilitating smooth communication between different departments and teams.

3. Project & Relationship Management

- Lead and manage specific communication projects from conception to completion, ensuring they are delivered on time and within budget.
- Apply strong relationship management principles to collaborate effectively with various branches and departments to meet organizational objectives.
- Identify business needs and drive the implementation of communication initiatives that address those needs.

4. Management of Business Support Services (ICT Focus)

- **Business Analysis:** Analyze business processes and identify needs, proposing relevant ICT products and services to address operational requirements.
- **ICT Governance:** Lead the demand-side of ICT governance, representing business requirements to technical teams and ensuring technology solutions align with organizational strategy.
- Oversee the integration of communication technologies to enhance the efficiency and effectiveness of the corporate communications function.

5. Event Management

- Plan, coordinate, and execute corporate events, ensuring they align with communication objectives and effectively engage target audiences.

Qualifications & Experience

- **Academic Qualifications:**
A Bachelor's Degree in Marketing, Communication Management, Media Journalism, Public Relations, or a related field from a recognized institution.
A Master's in Business Administration (MBA) or a 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.

- **Professional Experience:**

A minimum of seven (8) years of business or communication experience, of which at least three (3) years were spent at a managerial level.

Extensive exposure in the area of Strategic Communication and proven experience in information-based work or advocacy-related communication. Knowledge and experience in 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 a corporate level.

- **Language & Communication:**

Fluency in verbal and written English, with the ability to communicate with internal and external stakeholders in an unambiguous manner.

- **Driver's License:**

A valid Code B driver's license is a pre-requisite.

Required Skills & Competencies

- Exceptional written and verbal communication skills.
- Strong strategic thinking and problem-solving abilities.
- Proven project management skills and the ability to manage multiple priorities.
- Ability to bridge the gap between business needs and technical (ICT) solutions.
- High level of integrity and professionalism when handling sensitive information.

Personal Attributes

- Proactive, innovative, and results-driven.
- Politically astute with excellent interpersonal skills.
- Ability to work independently and collaboratively in a dynamic environment.
- Passionate about environmental sustainability and storytelling for impact.

Organizational Structure

This role reports directly to the Chief Executive Officer and will work closely with the ICT and Systems Administrator to achieve business objectives.

Please note that only shortlisted candidates will be contacted.

The Environmental Investment Fund of Namibia is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.