

**JOB TITLE:** Monitoring and Evaluation Officer (Grade C4)

**ORGANIZATION:** Environmental Investment Fund of Namibia (EIF)

**REPORTS TO:** Executive: Strategy and Performance Management

**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 commitment to excellence is underpinned by robust monitoring, evaluation, and strategic performance management.

### **About the Role**

We are seeking a detail-oriented and analytical Monitoring and Evaluation Officer to join our Strategy and Performance Management department. Under the supervision of the Executive: Strategy and Performance Management, the incumbent will be responsible for establishing and managing a robust institutional monitoring, research, and evaluation system.

The primary purpose of this role is to ensure that all EIF activities and funds are directed towards the achievement of intended outputs in a cost-effective and timely manner. You will oversee the implementation of the M&E Framework, coordinate M&E activities across all departments, and ensure that all project, grant, and loan strategies are aligned with national priorities and international standards that Namibia has ratified.

### **Key Responsibilities**

#### **1. Support to Strategic Management**

- File, maintain, and update EIF's Monitoring & Evaluation Framework documents.
- Record and track progress against international, regional, national, and sector targets.
- Collect and compile information for national and sector planning and reporting.
- Assist in documenting the institution's strategic objectives and support the updating of the Integrated Strategic Business Plan (ISBP).
- Organize and maintain planning and reporting tools and records.

- Record and update departmental performance information against approved KPIs and targets.
- Collect, check, and submit departmental performance reports for completeness and policy compliance.
- Prepare summaries of performance information for management use.

## **2. Programmatic Support**

- Keep records of ISBP KPIs linked to institutional objectives and national priorities (e.g., NDP6, HPP, NCCSAP, NDC, SDGs).
- Update and file departmental KPIs in line with the ISBP and the Annual Business and Financial Plan.
- Collect and capture qualitative and quantitative data from project teams using approved reporting templates.
- Assist with updating the KPI dashboard in collaboration with the Business Intelligence Officer.
- Record and report noted performance gaps or risks to the relevant supervisor.
- Distribute guidelines and templates on corporate M&E processes to all departments.
- Support coordination activities between departments related to performance reporting.

## **3. Data Collection and Analysis**

- Collect and record data submitted by all departments using approved templates.
- Verify the completeness of data submitted and follow up on missing information.
- Conduct occasional site visits to collect data and verify information provided in reports.
- Capture and compare basic financial information against project activities and budgets.
- Utilize approved tools and templates for data collection and information sharing.
- Record issues in data collection or management systems and report them to the supervisor.
- Receive, log, and respond to data-related requests from stakeholders.

## **4. Reporting**

- Compile and file monthly, quarterly, and annual EIF performance reports for management, the Board, and the line Ministry.
- Ensure that all organizational performance aligns with national development priorities and policies.

## 5. Project Administration & Client Support

- Provide administrative support in line with EIF financial and administrative policies.
- Maintain contact details and communication records for relevant stakeholders and respond to queries.
- Provide logistical support for M&E-related activities and meetings.

## 6. Filing and Document Management

- Maintain all M&E data, documents, and materials in both manual and electronic filing systems.
- Organize M&E records according to standard filing formats.
- Support the use of tools and platforms for storing and sharing data with peers, clients, and partners.
- Record and report issues related to document management and retention to the supervisor.

## Qualifications & Experience

- **Academic Qualifications:**  
A degree qualification in Natural Resources, Agricultural Economics, or equivalent from a recognized tertiary institution. A Master's degree in the above or a related field will be an added advantage.
- **Professional Experience:**  
A minimum of five (6) years' work experience in monitoring and evaluation and/or research, preferably within an environmental, agricultural, or natural resources context. Experience in planning, business strategy development, and M&E in a donor-funded environment will also be considered.
- **Driver's License:**  
A valid Code B driver's license is a pre-requisite.

## Required Skills & Competencies

- **Strategic Knowledge:** Strong knowledge of current climate change matters, integrated business strategy, and institutional performance management.
- **M&E Expertise:** Strong knowledge of institutional M&E, results-based management, KPI frameworks, and performance systems.
- **Analytical Skills:** Strong data management, analysis and interpretation skills, with the ability to produce high-quality institutional reports for executive and board-level consumption.
- **National Frameworks:** Strong understanding of national development frameworks (NDP, NDC, SDGs).

- **Technical Proficiency:** Computer literate in MS Excel, MS Word, and MS PowerPoint. Experience with corporate planning tools and Power point BI is an advantage.
- **Communication:** Fluency in written and verbal English, with the ability to communicate with internal and external stakeholders in an unambiguous manner. Proficiency in any local language is an advantage.
- **Interpersonal Skills:** Conflict resolution and negotiation skills; professional, intuitive, and analytical approach to problem-solving; ability to function as part of a team as well as independently.

### **Personal Attributes**

- Conscientious and efficient in meeting commitments, observing deadlines, and achieving results.
- Persistent when faced with challenges and calm in handling complex situations.
- Positive attitude and flexibility to work in a multicultural environment.
- A mature individual, audacious, socially amiable, and reflects a high level of sensitivity and respect for others.

### **Working Conditions & Autonomy**

- **Autonomy:** The incumbent will operate with high autonomy, guided by EIF's operational manuals, policies, and procedures.
- **Feedback Structure:** The incumbent will report daily to the Executive: Strategy and Performance Management on the status of EIF's impact management profile.
- **Work Pressure:** The role involves high work pressure. The incumbent will be required to travel occasionally within and outside Namibia for site visits and to attend international conferences.

### **How to Apply**

Interested candidates who meet the above requirements should submit their application, including:

1. A detailed Curriculum Vitae (CV).
2. A cover letter motivating their suitability for the role.
3. Certified copies of relevant qualifications.

*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.*