

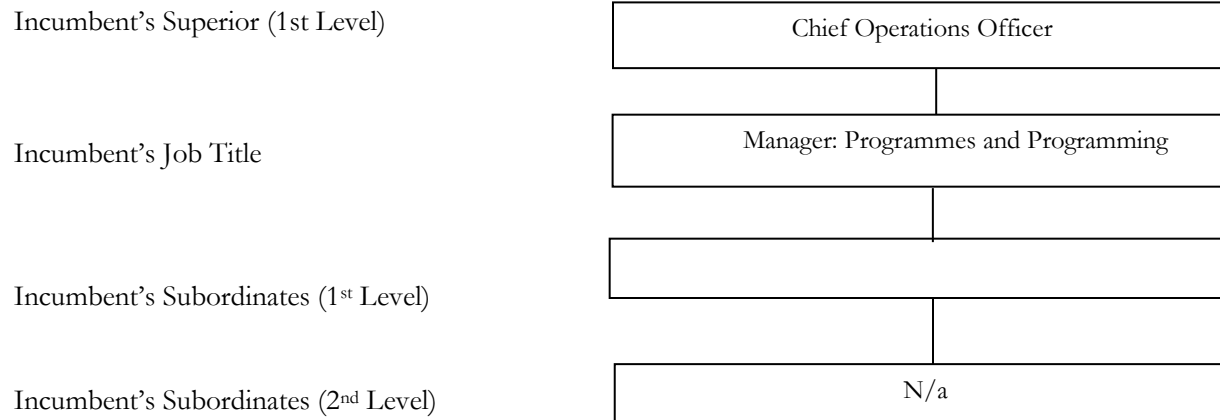


**Environmental Investment Fund
of Namibia** | ensuring sustainability

Job Description

Job Title:	Manager: Programmes and Programming	Department:	Operations
Name of Incumbent:	1 (One)	Division:	
Title of Supervisor:	Chief Operation Officer	Duty Station:	EIF Head Office Windhoek
Name of Supervisor:	Mr. Karl Aribeb	Number of direct reports:	1
Job Analyst:	PwC	Number of Indirect reports:	1
Job Grade:		Date of JD analysed	30/10/2020

ORGANIZATIONAL STRUCTURE:



Internal Stakeholders: EIF staff

External Stakeholders: Suppliers, Ministry of Agriculture Water and Forestry, Auditors, Regional staff,

JOB SPECIFICATIONS

Primary purpose of the position:

The Manager for Programmes and Programming (MPP) is essentially a programming specialist, who is responsible for leading the planning and supervising the implementation of projects and programmes within the EIF. S/he will work under the direct auspices of the Chief Operations Officer (COO). This position will effectively coordinate a “project management capacity” within EIF’s Operations Department. Such capacity shall be constituted by a team of skeleton permanent employees as well as project employees as appropriate.

Purpose and functions of the department

The MPP's job, therefore, can be categorised in 3 broad areas of delivery:

Programme/project development: Where s/he participates in project/programme development including in negotiations with development partners and funders;

Project/programme management: Where the incumbent shall support the COO in overseeing the work of project/programme staff members by leading the implementation of funded activities i.e. ensure that projects and programmes on time develop their respective annual workplans and expenditure plans, ensure such plans receive necessary internal approvals, and are implemented according to such approved plans and budgets; and

Reporting and accomplishment of milestones: The PS will support the COO in ensuring that projects and programmes meet requisite reporting requirements and ensure that goals are met. In this role, s/he will collaborate closely with M&E Manager on project/programme-level performance management.

Academic Qualifications:

This position requires a self-starter with demonstrated abilities to deliver high quality outputs and to work with minimal supervision.

- Master’s degree in Development Studies, Social Sciences, Environmental Studies, Business Administration, Project Management, Economics, Development Financing or a related field.

- Experience with working in environmental financing in multilateral, bilateral and international donor environments (biodiversity, climate change, land degradation, water etc) will be a very strong advantage.

Skills and knowledge areas required:

- Experience with research & analysis with regards to environmental management in environmental fields especially climate change, biodiversity management, sustainable land management, water resources management, marine ecosystems etc.
- Strong knowledge of budgeting, researching, and report writing.
- A sound understanding of Namibian national laws and government policies and also international protocols, treaties and conventions.
- Experience in analytical work related to project management and public sector management.
- Excellent interpersonal and communication skills – a team player able fit into EIF structural setup.
- Cross-cultural awareness and ability to work amongst a diverse group of staff, and partners.
- Experience in training, capacity building and facilitating high-level discussions.
- Required computer proficiencies: Word, Excel, PowerPoint, Microsoft Teams.
- Outstanding verbal and written communication skills and capacity to work under pressure and short deadlines.
- Good time management and organisation skills.
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Minimum years of experience:

Minimum 10 years of experience with management of public and donor-funded projects, stakeholder coordination and relationship management. Experience with working with executive management in supporting and advisory capacity.

GENERAL

Autonomy:

High

Moderate

Low

Feedback structure:

Daily

Weekly

Monthly

Work Pressure:

High

Moderate

Low

Type of Decision Required to be taken in the Job (Select one):

Supervises others whose decision-making is largely procedures but requires training & experience to be able to make the decisions not covered by procedures

KEY PERFORMANCE AREAS

Skills relevant to the job including education and/or experience & specialised training required by the incumbent to be able to do the job competently.

Specific responsibilities/KPS's

Overseeing and managing the implementation of EIF's portfolio of projects both self-funded and partner-funded, the PM specific responsibilities will involve the following:

- 1.1. Overseeing the planning and coordination of implementation of projects and programmes and necessary approvals are secured. This will involve annual budgets/expenditure plans, annual workplans, annual procurement plans etc.
- 1.2. Supervising and providing guidance to all projects employees and permanent employees
- 1.3. Planning and attending collaboration meetings to ensure projects are on schedule.
- 1.4. Ensuring individual projects/programmes and elements of the Operations Department and generate requisite monthly, quarterly and annual reports. This will include ensuring timely compliance with donor reporting requirements as per various funding agreements.
- 1.5. Providing feedback on the success and/or failure of certain projects and activities.
- 1.6. Ensuring effective documentation system including standardise referencing
- 1.7. Keeping the EXCO regularly informed and updated on progress and developments including providing subject-matter advice to EXCO via COO
- 1.8. Researching trends and gathering resources on new funding opportunities for projects and programmes make recommendations to the Executive Committee (EXCO) via the COO. This will include undertaking desktop research and providing subject matter conceptual analyses to the EXCO.
- 1.9. Represent EIF on national platforms, both as an alternate to the COO or as substantive member
- 1.10. Supporting the COO with developing and reviewing TORs, research, concept papers, policy papers, presentations, proposals etc.
- 1.11. Support the organisation of departmental meetings and ensure capture and distribution of the minutes and follow up on required actions

- 1.12. Establish and maintain mutually beneficial relationships with stakeholders e.g., donor organisations, private sector, public sector, non-governmental organisations and academia
- 1.13. Represent the department at meetings and events, both internal and external
- 1.14. Respond to requests from outside parties for information relating to the Division
- 1.15. Provide inputs to relevant policy processes in consultation with the COO
- 1.16. Mentor and manage the departments' Young Professionals and Interns, including supporting them in their day-to-day work. Emphasis to be on capacity-building and creating a nurturing environment.
- 1.17. Provide support to the COO in resource mobilisation activities as needed
- 1.18. Perform other relevant tasks as assigned by the COO, CEO and the EXCO.

Competencies required to operate at this level

Scoring defined as;
 5 = Essential
 4 = Important
 3 = Useful
 2 = Unimportant
 1 = Unnecessary

Competency	Competency defined	Scoring
WRITTEN COMMUNICATION	Conveying written instructions, reports and management information in an accurate, concrete, clear, concise and understandable way in order to maximise comprehension of the message.	5
MENTAL ALERTNESS	The competency to understand and appreciate new and often complex issues and concepts clearly.	5
INTEGRITY	The capacity to show consideration and concern; to be honest; to earn the respect of others; to adhere to broad ethical rules and guidelines by showing fairness, impartiality and congruency in all respects; to reflect and apply moral decency; to be trustworthy, responsible and reliable; to be committed to basic principles of decency.	5

TIME MANAGEMENT	The competency to organise / plan / manage time and to adequately allocate to and divide time between various tasks / aspects of the work.	5
INTERPERSONAL SKILLS	The Competency to be accepted / to mix/socialise/associate with and to appreciate individuals / groups and their views/needs/ideas	5
EXCELLENCE ORIENTATION	Displaying pride in and derive personal satisfaction for achieving results, commitment to uncompromising standards of excellent and continuous improvement and determination or self-discipline in completing what has been started.	5
CUSTOMER ORIENTATION	Focusing on and relating quality standards to customer requirements and directing all activities to meet these.	5
CONCEPTUAL UNDERSTANDING	The potential or capacity to reason in spatial terms; to see the relationship between parts; to 'complete' the picture; to envisage the whole or end-result; to anticipate the outcome	5
FEEDBACK	The competency to provide frequent feedback in a positive, helpful and productive manner to reinforce or improve a team or member's approach or contribution.	5
CLERICAL SKILLS	To be competent to organise / plan/ systematise / handle administrative matters in general; to assist superiors in obtaining files; information; to arrange meetings/appointments etc.	5

DECLARATION

It is herewith declared that the above description is a true reflection of the actual job

Developed by: _____
 Name Designation Signature/ Date

Approved by: _____
 Name Designation Signature/ Date

Incumbent: _____
 Name Designation Signature/ Date