



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

Job Description

<b>Job Title:</b>	Monitoring & Evaluation Manager	<b>Department:</b>	Operations
<b>Name of Incumbent:</b>	1 (One)	<b>Division:</b>	
<b>Title of Supervisor:</b>	Chief Operation Officer	<b>Duty Station:</b>	EIF Head Office Windhoek
<b>Name of Supervisor:</b>	Mr. Karl Aribeb	<b>Number of direct reports:</b>	2
<b>Job Analyst:</b>	PwC	<b>Number of Indirect reports:</b>	4
<b>Job Grade:</b>		<b>Date of JD analysed</b>	30/10/2020

**ORGANIZATIONAL STRUCTURE:**

Incumbent's Superior (1st Level)

Chief Operations Officer

Incumbent's Job Title

Monitoring and Evaluation Manager

Incumbent's Subordinates (1st Level)

Monitoring and Evaluation Officer

Incumbent's Subordinates (2nd Level)

N/a

Internal Stakeholders: EIF staff

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

## **JOB SPECIFICATIONS**

### **Primary purpose of the position:**

The incumbent, under the supervision of the Chief Operations Officer, will be responsible for the establishment and management of a robust monitoring, research and evaluation system comprising of well-defined result areas, milestones and targets formulated in order to ensure that the EIF's products and services (i.e. projects, programmes, grants, loans, strategies etc are implemented in accordance with in accordance with relevant individual financing agreements.

Secondly, the incumbent shall also support the functions of the Executive for Business Strategy and Performance Management (for about 40% of his/her effort) to ensure that the Fund, by virtue of its mandate, maintains its strategic vision; that the Fund performs in accordance with applicable national and international policies/standards/agendas; and that all activities and funds are directed towards the achievement of intended outputs in a cost-effective and timely manner.

The incumbent oversees the implementation of the environmental social safeguard (ESS) policy to ensure that activities embarked up on by EIF and its projects bears no or/minimal environmental impact and the prioritization of indigenous and marginalised community in the country.

In addition, the incumber is responsible for the implementation of the gender policy ensuring gender mainstreaming is achieved in the EIF projects and program.

The incumbent coordinate and support the project implementation, including project development.

### **Purpose and functions of the department**

organization's day to day operations in line with set operational plans of which will be developed by this department. This department will essentially be responsible for undertaking the following interventions so to ensure the smooth running of EIF operations:

- Operations management
- Risk management
- Systems development and business process application
- Capacity and institutional development
- Policy development and implementation thereof
- Strategic planning

Monitoring and evaluation

### **Academic Qualifications:**

A degree qualification in natural resources, agricultural economics or equivalent from a recognized tertiary institution.

A Master degree on the above and related field will be an added advantage.

### **Skills and knowledge areas required:**

- Experience with data collection and analysis is desirable.
- Strong knowledge of current climate change matters and their influences.
- Conscientious and efficient in meeting commitments, observing deadlines and achieving results.
- Ability to multi-task and apply practical problem-solving skills is required.

- Persistent when faced with challenges and calmed in handling complex situations.
- Demonstrated exposure in the area of investment and project appraisal.
- Knowledge of international financing sources for environment, climate change and green financing mechanism.
- Professional, intuitive and analytical approach to issues and project/grants/loans.
- Proven competence in the supervision of subordinates.
- Strong organizing, planning and prioritizing skills.
- Computer Literate (MS Excel, MS Word, MS PowerPoint).
- Language skills: Should be fluent in English and able to communicate with internal and external stakeholders in an unambiguous manner (verbal and written). Proficiency in any of the local languages would serve as an advantage.
- Code B driver's license is a pre-requisite.
- Positive attitude and flexibility to work in a multicultural environment.
- Should possess conflict resolution and negotiation skills.
- Ability to function as part of a team as well as independently.
- A mature individual, audacious, socially amiable and reflects a high level of sensitivity and respect for others.

**Minimum years of experience:**

A minimum of 7 years work experience in monitoring and evaluation as well and/or research, in an environmental/agricultural setting, on an operational level.

Experience in project planning, monitoring and evaluation in a donor funded environment will also be considered

**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.*

Key Performance Areas	Key Activities/Tasks to Achieve KPA	Output	Frequency/KPIs
<p><b>1. Strategic Management</b></p>	<p>Provide requisite structured support to the work and work programmes of EIF's Executive for Business Strategy and Performance Management</p> <p>Keep abreast with set targets at both international, regional, national and sectorial levels</p> <p>Participate in the development of national and sectorial planning and reporting</p> <p>Advise and support the setting of strategic objectives of the institution</p> <p>Support the review of business plan of the institution</p> <p>Support develop institutional M&amp;E framework</p> <p>Support development and coordination of institutional planning and reporting tools</p> <ul style="list-style-type: none"> <li>- Develop and strengthen monitoring, inspection and evaluation procedures.</li> <li>- Remain abreast with developments in grant/loan changes and progress in order to identify bottlenecks in completion and recommend strategies for ensuring the efficiency and effectiveness of project/grants/loan.</li> </ul> <p>Oversee the implementation of the Environmental and Social Safeguard policy</p> <ul style="list-style-type: none"> <li>- Implementation of the environmental social safeguard monitoring system</li> <li>- Document and recommend lessons learnt on social sustainability</li> </ul> <p>Oversee and implement the institutional gender policy</p>		

<p><b>1. Programmatic Support (Grant/loan management and support)</b></p>	<p>Measure and report on product performances</p> <ul style="list-style-type: none"> <li>- Develop key performance indicators for each project/grant/loan and EIF as a whole.</li> <li>- Monitor EIF's performance with regard to various grant and loan portfolios.</li> <li>- Monitor the sustainability of project/grant/loan results.</li> <li>- Monitor the implementation of the 5 years business plan</li> <li>- Develop knowledge management products</li> </ul> <p>Collaborate closely with project management staff members in ensuring performance and compliance.</p> <p>Supervise the activities of Environment Social Safeguard Officer as well as the Professional Interns - Operations.</p> <p>Oversee the implementation of ESS policy</p> <ul style="list-style-type: none"> <li>- ESS appraisal and assessment</li> <li>- ESS management plan to avoid, minimize, and mitigate the adverse environmental and social impacts</li> </ul> <p>Oversee and implement the gender policy</p> <ul style="list-style-type: none"> <li>- Ensure gender mainstreaming in project and program</li> <li>- Develop gender indicators</li> <li>- Gender mainstreaming training</li> </ul> <p>Oversee the activities of the external monitoring and evaluation consultants.</p> <p>Project management support</p> <ul style="list-style-type: none"> <li>- Project management support including; document reviews, project workplan review, logical framework review, gender mainstreaming and others</li> <li>- Support Project Steering Committee meeting</li> </ul>		
<p><b>Data Collection and Analysis</b></p>	<ul style="list-style-type: none"> <li>• Coordinate the collection of data throughout the project implementation phase and ensure that data quality assurance procedures are applied throughout so to ensure accurate data capturing.</li> <li>• Perform regular field visits and ensure the quality of data collected and to verify the accuracy of reported data.</li> <li>• Collect and analyse financial data against project deliverables and available budget.</li> <li>• Develop mechanisms to facilitate data collection and the flow of data amongst teams.</li> <li>• Identify strengths and weaknesses in existing data collection and</li> </ul>		

	<p>management systems and recommend solutions to remedy these.</p> <ul style="list-style-type: none"> <li>• Ensure that data queries from various stakeholders are addressed in a timely and accurate manner.</li> </ul>		
<b>Client Servicing and Logistical support:</b>	<p>Develop and nurture relationships with grant/loan recipients and fervently attend to all queries or refer to relevant stakeholders.</p> <p>Operationalise TAP's M&amp;E function as prescribed/mandated by the EIF Act – including budgeting and development of annual TAP M&amp;E programs.</p> <p>Provide oversight on logistical support and secretarial services offered to the Technical Advisory panel in preparation of/ during meetings.</p>		
<b>Reporting</b>	<p>Prepare monthly, quarterly and final reports on project/grant/loan performances, annual plan implementation quarterly review report of the EIF.</p> <ul style="list-style-type: none"> <li>- Proactively collect the required preliminary information on projects for reporting purposes so to allow for and assist with timely decision making.</li> <li>- Represent the EIF at stakeholder meetings.</li> <li>- Participate in annual project/grant reviews.</li> </ul> <p>Develop standardized formats of reporting on the organisation's deliverables as well as those of programs and project/ grants/loan.</p>		
<b>Filing administration and document management</b>	<p>Provide oversight on all M&amp;E data by ensuring the efficient filing of all relevant project material and documentation in the relevant files and further ensure that these are filed in line with the standard manual and electronic filing format (Director Operations to offer input on format).</p> <p>Develop tools and platforms for data and content management, in order to ensure information and knowledge sharing with peers, clients and partners.</p> <p>Recommend measures on how to improve document management, retention and filing in line with international best practices.</p>		

## 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 \_\_\_\_\_