



VACANCY

Manager Programmes and Programming Patterson Grade D3: N\$560,314.56 – N\$845,326.56

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 **Manager for Programmes and Programming (MPP)**.

Scope

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

Main responsibilities

- 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;
- Supervising and providing guidance to all projects employees and permanent employees;
- Planning and attending collaboration meetings to ensure projects are on schedule;
- 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;
- Providing feedback on the success and/or failure of certain projects and activities;
- Ensuring effective documentation system including standardise referencing;
- Keeping the EXCO regularly informed and updated on progress and developments including providing subject-matter advice to EXCO via COO;
- 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

Qualifications & Experience

- A 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

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

Manager: Human Resources

Tel: +264 61 4317730

E-mail: recruitment@eif.org.na

Please note no hand deliveries due to covid restrictions.

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 11 February 2022**