



# Environmental Investment Fund of Namibia | ensuring sustainability

## OFFICE ASSISTANT

### 1. Background

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 and natural resource management activities and projects which support the sustainable economic development of Namibia. The EIF is not just a fund for financing "conservation activities". It pursues a broader investment portfolio by providing economic opportunities and a stake in the use of natural resources to the poorest sectors of society. The ultimate goal is to improve the quality of life and the economic well being of this sector, thereby reducing the possibilities of them pursuing activities that degrade Namibia's fragile environment and waste its natural resources.

The EIF will invest in and support projects and activities which promote the national development strategy of the Government of the Republic of Namibia (GRN) but for which the GRN is currently unable to provide the required financial investments. Poverty alleviation is one of the targets of the national development strategy. Poverty is in itself directly linked to inaccessibility to, and or skewed distribution and ownership of natural resources. This eventually leads to degradation and inefficient use of those resources and an unending cycle of poverty and natural resource destruction. The EIF is not the panacea for this larger societal problem. It will however play an important role in assisting society to protect its natural resource base while providing economic development.

### 2. Legal Basis

The EIF is established by an Act of Parliament as a statutory entity outside the public service. It will have clear and separate roles and functions distinct from any GRN body or entity. The Act was presented to Parliament and passed in 2001. It was thoroughly reviewed by interested parties, approved by Cabinet and reviewed by the appropriate parliamentary committee on environment and natural resources.

### 3. Mission

The Mission of the EIF is to promote the sustainable economic development of Namibia through investment in and promotion of activities and projects that protect and maintain the natural and environmental resources of the country.

#### 4. Objectives

The objectives of the EIF are to:

- a) Procure funds from international donors for the maintenance of an endowment that will generate a permanent stream of income, and
- b) Procure funds within Namibia on an annual basis from conservation fees and levies. These funds will be used for making investments in the protection and wise management of the environment, promoting sustainable use of natural resources for economic development, and conserving biological diversity and ecological life-support functions.

#### 5. Duties and Responsibilities

The purpose of this position is to provide general office administrative for the EIF. The responsibilities of the Office Assistant include but are not limited to:

- Receive and assist visitors to the EIF and direct them to the appropriate person.
- Ensure proper administration and record keeping.
- Schedule official meetings and take the minutes of the meeting if necessary
- Send important faxes, mails or letters
- Receive couriers, packages and mails
- Responsible for up-keeping of all offices and boardroom.
- Maintain office hygiene, health and professional presentation.
- Make and serve tea & coffee for meetings & management staff.
- Stock control of refreshments and cleaning materials.
- Ensure that the reception area is clean and orderly so it is a pleasant place for visitors to wait.
- Participate in the planning process at operational level.
- Support all other staff members to take on any job of a similar nature that will further the interest and well-being of the EIF.
- Maintain highest professional and ethical standards.

#### 6. Qualifications, experience and skills

**Education:** Recognized Secretarial Certificate or related qualification with two years of working experience.

**Experience and skills:** Two years working experience in similar environment; Proficient knowledge in computers and should be able to operate spreadsheets and word programs; Reliable and dependable, Team player -energetic, innovative, cooperative and flexible;

Able to work on own initiative, without supervision; Able to work under pressure and ability to accommodate sudden changes; Effective communication skills and excellent interpersonal skills; Efficient in writing skill; Polite, friendly and cheerful; and Time management skills.

**For further inquiries please contact Ms. Lizl Timbo [recruitment@eifnamibia.com](mailto:recruitment@eifnamibia.com) or Tel: + 264 61 431 7700**

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**Deadline for submission of applications: 26 November 2019** *No faxed documents shall be considered and only short-listed candidates will be contacted. Women are encouraged to apply.*