



Environmental Investment Fund of Namibia | ensuring sustainability

TERMS OF REFERENCE HUMAN RESOURCE PRACTITIONER

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 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. 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.

Having grown exponentially since 2012, the Fund currently has a staff component of 45: whose are catered for under the Head of Human Resources.

2. Duties and Responsibilities

Reporting to the Head of Human Resources, the incumbent will serve as first point of contact regarding human resource issues such as interpretation and application of policies, regulations and rules concerning conditions of service, entitlements and benefits.

2.1. Planning and Budgeting

- Supports with initial reviews on staffing requirements and organizational structure.
- Assists with reviewing recommendations resulting from staffing reviews and providing data that would translate them into staffing requirements for purpose of budget preparation.
- Provides assistance and recommendations on job classification procedures and the preparation of classification documentation including Job Descriptions and organizational charts.
- Assists with the monitoring of staffing related costs and expenditures in line with the funds.
- Maintain training information on HR Premier
- Inducts newly recruited staff members by briefing them on administrative formalities, conditions of service, entitlements and benefits.

2.2. Recruitment and Staff Selection

- Reviews job openings in consultation with hiring managers, ensuring that the evaluation criteria and responsibilities are in line with the approved or classified documents.
- Coordinate forecasting and identifying vacancies, preparing job openings, reviewing and screening of candidates.
- Coordinate and facilitate in the selection of candidates; including conducting roster searches for applicants and drawing up data base. Identifying longlist of candidates, evaluating and screening applications, generating personal history profiles of candidates, facilitating the interview process and acting as ex-official.
- Coordinate advertising of vacant positions internally and externally in the filling of posts for all categories, including initiating and following-up on reference checks and academic verification, ensuring the completion of recruitment formalities, , preparing and dispatching offers of appointments and Statement of Emoluments.
- Maintains job-opening files, ensuring closure of job openings upon completion of selection.
- Ensures new employees are introduced and access rights created
- Prepares recruitment status reports for use by management.

2.3. Remuneration and Payroll

- Maintain the payroll system on a current and accurate basis, including the on-going streamlining of the system in consultation with the Human Resource Officer.
- Maintain the employee payroll records including leave admin at all times on documentation approved by an employee and his/her supervisor.
- Process salary calculation on tax, pension, social Security and Medical Aid, and ensure regular consultation with the service providers on any related issues and payments.

- Respond where possible to staff enquiries concerning their pay and related matters including superannuation.
- Prepare and distribute income tax / pay summaries at the end of the financial year as required by statute.
- Process third party payments and ensure that these are processed and released timely by maintaining regular consultation with service providers, on any related issues and payments.

2.4. Administration, Training and filling

- Coordinate and advise Head Human Resource in monitoring staff attendance and absenteeism
- Process documentation on disciplinary actions
- Communicate to affected staff or residents of unexpected absences from work and assist in coordinating actions to ensure the continuity of services such as cancellation of events and locating keys.
- Update and maintain data base for bursary holders
- Prepare acceptance letters for bursary holders and respective institutions of study.
- Assist with the designing of training needs and programme for staff members
- Continuous update of the filling system for all HR documentation and ensure the storage of all HR files and employee files in line with the standard manual and electronic filling formats.
- Administering of staff performance evaluations on Premier HR
- Process employee requests for outside training while complying with policies and procedures
- Coordinate staff orientations/induction meeting.
- Ensure all staff Job Descriptions received by Human Resource Department

3. Competencies

- Demonstrated ability to work in a multicultural, multi ethnic environment and to maintain effective working relations with people of different national and cultural backgrounds
- Demonstrated professional competence and expert knowledge of the pertinent substantive areas of work.

4. Education and Experience

- At least a University Bachelor Degree specializing in Human Resource is an asset.
- Minimum 3 years relevant experience
- Experience in the usage of computers and office software packages (SAGE VIP/ Sage Premier HR, SAGE 300 People, MS Word, Excel,) and experience in handling of web-based management systems.
- Knowledge of the Namibian Labour Act