



## VACANCIES 2026

The Environmental Investment Fund of Namibia (EIF) is a leading institution dedicated to promoting environmental sustainability, climate finance and green development.

### Manager : Corporate Communications (D2) Permanent Basis

The EIF is seeking a strategic and dynamic communications professional to join our team as the Manager: Corporate Communications. Operating directly under the CEO, which will be the custodian of our organizational voice and a key advisor on all communications matters.

**Main Responsibilities:** Strategic Communication & Stakeholder Engagement, Internal & External Communications, Project & Relationship Management and Event Management

**Required Skills and Competencies:** Exceptional written and verbal communication skills, Strong strategic thinking and problem-solving abilities, Proven project management skills and the ability to manage multiple priorities and High level of integrity and professionalism when handling sensitive information.

**Qualifications & Experience:**

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A Bachelor's Degree in Marketing, Communication Management, Media Studies, Journalism, Public Relations or a related field from a recognized institution. A Master's Business Administration (MBA) serves as a distinct advantage.

**Professional Experience:** A minimum of seven (8) years of business or communication experience, of which at least three (3) years were spent at a Specialised/Managerial level. Extensive exposure in the area of Strategic Communication and proven experience in information-based work or advocacy-related communication. Knowledge and experience in environmental journalism would be a distinct advantage. Exposure in the area of Strategic Communication and proven experience in information-based work or advocacy-related communication.

**Language & Communication:** Fluency in verbal and written English, with the ability to communicate with internal and external stakeholders in an unambiguous manner.

**Driver's License:** A valid Code B driver's license is a pre-requisite.

### Manager: Risk Management (D2)- Permanent Basis

The EIF is seeking a highly skilled Manager: Risk Management to join our Office of the CEO. The incumbent, under the supervision of the CEO, will be responsible for managing and coordinating the implementation of EIF's Enterprise Risk Management (ERM) Framework.

**Key Responsibilities:** Enterprise Risk Management, Business Continuity Management, Risk Reporting & Governance, Compliance & Advisory and Budget & Administration

**Required Skills & Competencies:** Risk Expertise, Compliance Knowledge, Business Continuity, Analytical Skills, Committee Reporting, Stakeholder Management, Financial Literacy, Technical Proficiency and Communication, Integrity

**Qualifications & Experience:** A relevant Bachelor's Degree in Risk Management, Accounting, Finance, Compliance, Law, or a related field from a recognized tertiary institution (NQF Level 7). A Master's Degree in Risk Management, Finance, Governance, or a related field will be an added advantage. Professional certification in Risk Management (e.g., ERM, IRM, CRMA, CIA, or related) will be an added advantage.

**Professional Experience:** A minimum of six (8) years' relevant experience in risk management, compliance, audit, or governance, of which at least three (3) years must have been at a managerial or supervisory level. Experience in Enterprise Risk Management implementation within a public entity, financial institution, or donor-funded environment will be considered an advantage. Proven experience in Business Continuity Planning and institutional risk reporting at executive and board level.

**Driver's License:** A valid Code B driver's license is a pre-requisite.

### Monitoring and Evaluation Officer(C4)- Permanent Basis

The EIF is seeking a detail-oriented and analytical Monitoring and Evaluation Officer to join our Strategy and Performance Management department. Under the supervision of the Chief Strategy and Performance Management, the incumbent will be responsible for establishing and managing a robust institutional monitoring, research and evaluation system.

**Main Responsibilities:** Support to Strategic Management, Programmatic Support, Data Collection and Analysis, Project Administration & Client Support and Filing and Document Management.

**Required Skills and Competencies:** Strategic Knowledge: Strong knowledge of current climate change matters, integrated business strategy, and institutional performance management, M&E Expertise, Analytical Skills: Strong data management, analysis, and interpretation skills, with the ability to produce high-quality institutional reports for executive and board-level consumption and National Frameworks (NDP, NDC, SDGs). Technical Proficiency: Computer literate in MS Excel, MS Word, and MS PowerPoint. Experience with corporate planning tools & Power BI is an advantage. Communication: Fluency in written and verbal English. Interpersonal Skills: Conflict resolution and negotiation skills; professional, intuitive, and analytical approach to problem-solving; ability to function as part of a team as well as independently.

**Qualifications & Experience:** A degree qualification in Natural Resources, Agricultural Economics, or equivalent from a recognized tertiary institution. A Master's degree in the above or a related field will be an added advantage. A minimum of five (6) years' work experience in monitoring and evaluation and/or research, preferably within an environmental, agricultural, or natural resources context. Experience in planning, business strategy development, and M&E in a donor-funded environment will also be considered.

**Driver's License:** A valid Code B driver's license is a pre-requisite.

A full Terms of Reference outlining the detailed job description and requirements can be obtained from the EIF website ([www.eif.org.na/documents/vacancies](http://www.eif.org.na/documents/vacancies)) or by email request at [recruitment@eif.org.na](mailto:recruitment@eif.org.na). Applicants must include a cover letter, a recent CV, and certified copies of qualifications, and should be sent to [recruitment@eif.org.na](mailto:recruitment@eif.org.na). Previously disadvantaged Namibians, women, persons with disabilities, and youth are encouraged to apply. Only shortlisted candidates will be contacted. For enquiries, please contact the Human Resources Department at [recruitment@eif.org.na](mailto:recruitment@eif.org.na) or +264 61 431 7710 (Ms. Waltraud Uses) The HCP: Recruitment and Remunerations

8 April 2026