

**JOB TITLE:** Manager: Risk Management (Grade D2)  
**ORGANIZATION:** Environmental Investment Fund of Namibia (EIF)  
**REPORTS TO:** Chief Executive Officer (CEO)  
**DUTY STATION:** Windhoek, Namibia  
**EMPLOYMENT TYPE:** Full-Time

## About the Organization

The Environmental Investment Fund of Namibia (EIF) is a leading institution dedicated to promoting environmental sustainability, climate finance, and green development. We champion innovative solutions that drive Namibia's green economy and work tirelessly to ensure a sustainable future for all. Our commitment to excellence is underpinned by robust governance, strategic risk management, and institutional resilience.

## About the Role

We are seeking a highly skilled and strategic 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.

This role ensures that strategic, operational, financial, legal, compliance, and reputational risks are identified, assessed, mitigated, monitored, and reported in line with applicable legislation, governance frameworks, and international best practices. You will ensure that risk appetite and tolerance levels are defined, monitored, and aligned with the strategic objectives of the Fund, safeguarding the sustainability and resilience of the organization.

## Key Responsibilities

### 1. Enterprise Risk Management

- Develop, maintain, and continuously improve the Enterprise Risk Management (ERM) framework.
- Coordinate institutional risk assessments and facilitate departmental risk sessions.
- Update and monitor the corporate risk register.
- Develop, review, and monitor risk appetite statements and tolerance thresholds.
- Identify, assess, and monitor risks associated with donor-funded projects and funding agreements to ensure alignment with institutional risk appetite and compliance obligations.
- Provide risk input into the evaluation of new investment instruments, blended finance mechanisms, and green financing initiatives.

### 2. Business Continuity Management

- Conduct Business Impact Analyses (BIAs) to identify critical functions and dependencies.
- Develop, review, and test Business Continuity Plans (BCPs) to ensure organizational resilience.
- Ensure annual updates, simulations, and testing of BCPs are conducted effectively.

### 3. Risk Reporting & Governance

- Prepare quarterly and annual consolidated risk reports for Executive Management, the Risk Management Committee, the Audit Committee, and the Board.
- Support the functioning of the Risk Management and Audit Committees.
- Align risk management activities with the Fund's strategic plans and objectives.
- Participate in general management functions and meetings as required.

### 4. Compliance & Advisory

- Monitor policy and regulatory compliance and advise on emerging risks and their potential impact on the organization.
- Promote a risk-aware culture across all EIF operations through training and awareness initiatives.
- Review and maintain compliance policies, procedures, and other relevant governance documents in line with good governance practices and applicable standards.

### 5. Budget & Administration

- Prepare and monitor the divisional budget to ensure effective resource management.
- Maintain comprehensive risk documentation, records, and files.

### Qualifications & Experience

- **Academic Qualifications:**  
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 (6) 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.

### Required Skills & Competencies

- **Risk Expertise:** Strong knowledge of Enterprise Risk Management (ERM) frameworks, governance principles, and international best practices.
- **Compliance Knowledge:** Sound understanding of compliance, corporate governance, and regulatory frameworks applicable to public entities.

- **Business Continuity:** Knowledge of Business Continuity Management (BCM) and crisis management principles.
- **Analytical Skills:** Strong analytical, research, and problem-solving skills, with the ability to conduct risk assessments, develop risk registers, and monitor mitigation plans.
- **Reporting:** Ability to prepare high-level risk reports for Executive Management and Board Committees.
- **Stakeholder Management:** Strong stakeholder management and facilitation skills.
- **Financial Literacy:** Financial literacy and understanding of budgeting processes.
- **Technical Proficiency:** Computer literate in MS Excel, MS Word, and MS PowerPoint.
- **Communication:** Fluency in written and verbal English.
- **Integrity:** High level of integrity, professionalism, and ethical conduct.

### Personal Attributes

- Strategic thinker with the ability to anticipate and mitigate emerging risks.
- Proactive, detail-oriented, and committed to continuous improvement.
- Ability to work independently and exercise professional judgment within approved governance structures.
- Resilient and able to manage multiple priorities, tight deadlines, and urgent risk incidents.

### Working Conditions & Autonomy

- **Autonomy:** The incumbent operates with a high level of professional **independence** but within approved governance structures, reporting lines, and EIF's Risk Management Framework, policies, and applicable legislation.
- **Feedback Structure:** The incumbent reports directly to the CEO and provides periodic reports to the Risk Management Committee, Audit Committee, and the Board.
- **Work Pressure:** The role involves high work pressure, requiring the management of multiple risk assessments, reporting deadlines, committee submissions, and urgent risk incidents. Occasional travel within Namibia may be required.

### How to Apply

Interested candidates who meet the above requirements should submit their application, including:

1. A detailed Curriculum Vitae (CV).
2. A cover letter motivating their suitability for the role.
3. Certified copies of relevant qualifications and professional certifications.

*Please note that only shortlisted candidates will be contacted.*

*The Environmental Investment Fund of Namibia is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.*