

VACANCY

PROJECT ACCOUNTANT | C3: Permanent basis

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. positions.

MAIN RESPONSIBILITIES

- Provide sound administrative support for projects.
- Coordinate and lead the management of supported projects.
- Ensure an effective/ accurate financial reporting/ enhance communication and transparency at any particular time during the financial period.
- Ensure the effective tracking of financial information pertaining to loan and grant recipients.
- Oversee the processing function by verifying/reviewing all payments prior to submission to the Financial and Administration Manager for approval and release.
- Ensure all payments are adequately supported and computations on the supporting vouchers are accurate.
- Oversee the management of projects assets. Ensure all supported projects assets are tagged and corresponding to fixed asset register.
- Provide support services to the Audit Function. Assist in the Preparation of all supporting information for the annual audits.
- Manage the Reconciliation and consolidation of source documents for entry.

QUALIFICATIONS & EXPERIENCE

- Bachelor's degree in accounting or equivalent from an accredited university.
- A minimum of at least 5 years working experience in a similar role of which at least 2 years should be in a supervisory role. Exposure in the area of Project Accounting will serve as a distinct advantage.
- Three years working experience on ERP, Sage X3 will be an added advantage

KEY COMPONENTS

- Loan, Grant and Financial Management.
- Computer literacy.
- Extensive knowledge of the SOE Act.
- Natural problem-solving skills and high stamina to effectively operate in a fast environment coupled with a strong eye for detail.
- Exposure in the area of Project Accounting will serve as a distinct advantage.

All applications should comprise of a **cover letter, recent CV, and certified copies of qualifications** must be sent to recruitment@eif.org.na

NO HAND DELIVERIES, ELECTRONIC SUBMISSIONS ONLY.

All applications should be directed to:

Mr. Mattie Otto
Manager: Human Capital
recruitment@eif.org.na

DUE DATE: 29 MAY 2026