

JOB DESCRIPTION

DEPARTMENT:	Group Risk and Compliance
JOB TITLE:	Environmental and Social Management Consultant
JOB GRADE:	SP7
NAME OF JOB HOLDER:	Vacant
DIRECT SUPERVISOR:	Head: Governance and Reporting
NUMBER OF SUBORDINATES:	None

PRIMARY PURPOSE OF THIS POSITION

Reporting to the Head: Governance and Reporting, the Environmental and Social (E&S) Consultant will ensure that the group's Environmental and Social Management System (ESMS) is properly implemented and monitored.

Moreover, he/she will ensure that the environmental and social risk exposures pertaining to all the group's transactions are proactively identified, communicated and reported upon. He/she will manage the group's ESMS process with reference to understanding environmental and social issues pertaining to clients and all relevant regulations in this regard. He/she will develop appropriate standards and policies in order to comply with various levels of environmental and social assessment requirements for business/corporate clients, screen the level and nature of potential risks associated with relevant loans/transactions/investments and ensure that they are managed according to the IFC's guidelines on social and environmental management throughout the credit cycle.

KEY PERFORMANCE AREAS (KPA's)

1. ESMS Risk Management

- a) Oversee Bank Windhoek's ESMS risk management and implementation and coordination of ESMS in the lending/investments environment ;
- b) Initiate and coordinate ESMS risk management training for staff involved in lending and mergers and acquisitions;
- c) Ensure the coordination and integration of ESMS risk management procedures with the bank's internal credit process
- d) Report any major E&S issues to the Head: Governance and Reporting
- e) Ensure that all lending/investment decisions are supported by appropriate due diligence documentation, including, but not limited to, an E&S section in each final Investment Memorandum
- f) Ensure that appropriate environmental representations, warranties, and covenants are incorporated in each loan or investment agreement
- g) Supervise portfolio projects' on-going compliance with the applicable requirements on a regular basis, which may include:
 - i) Conducting site visits, monitoring the implementation of E&S action plan (if any) by the clients, reviewing clients' annual reports, and recording clients' E&S ongoing performance

- ii) Resolving E&S issues in case of non-compliance, and where needed, preparing a time-bound corrective action plan with specific follow-up procedures

2. ESMS Monitoring

- a) Ensure that these procedures are implemented for each loan/investment and that records of environmental and social reviews (i.e. appraisal and monitoring) are maintained;
- b) Continually improve the ESMS to ensure the bank's practices and policies are aligned to regulatory or other requirements and global trends and standards;

3. ESMS Reporting

- a) Prepare the group's annual ESMS performance report to stakeholders, including the IFC and DEG;
- b) Coordinate the day-to-day E&S tasks performed by other staff (i.e. credit officers, environmental and social specialists, and consultants), including:
 - i) Evaluate environmental compliance of a target client company with applicable requirements during due diligence, such as site visits, collection of necessary ESMS documentation (e.g., certificates and authorizations), and preparation of ESMS due diligence reports

4. General support and advisory

- a) Periodically conduct research on developments in sustainability risk management and reporting and corporate governance
- b) Report on updates/changes in regulatory and industry requirements
- c) Perform all other duties as reasonably assigned.

5. CORE COMPETENCIES

- Deciding & Initiating Action
- Leading and Supervising
- Adhering to principles & values
- Relating & Networking
- Presenting & Communicating Information
- Analysing
- Learning & Researching
- Formulating Strategies & Concepts

6. KNOWLEDGE & SKILLS

- Reasonable knowledge of regulatory and industry standards (e.g. Namcode, King II and III, IIRC).
- Ability to manage reporting lines across multiple entities and committees.
- Excellent formal English speaking and writing ability.
- Familiar with processes for developing, revising, monitoring and implementing corporate policies and manuals;
- Reasonable knowledge and skill in the operations of Microsoft Word, Excel and PowerPoint and willing to learn some of the advanced features of these software packages.

7. QUALIFICATIONS AND EXPERIENCE

- Minimum Bachelor's degree in Environmental Management or equivalent, Master's degree will be an advantage;
- 5 years' experience in environmental management, sustainability and/or risk management, preferably in the financial services sector;

ASSISTED BY: _____

AGREED BY INCUMBENT

DATE

AGREED BY LINE MANAGER

DATE

**AGREED BY
GROUP FINANCIAL CONTROLLER**

DATE

**AGREED BY
EXECUTIVE OFFICER:
GROUP HUMAN RESOURCES**

DATE