



## CAREER OPPORTUNITIES

### The Organisation

Namibia is blessed with abundant wind and solar renewable energy resources and the Government is looking to harness these resources to establish a new synthetic fuels industry. The Green Hydrogen Namibia Program (GH2 Namibia) aims to harness the incredible potential of Green Hydrogen as a cornerstone of our nation's sustainable energy mix. GH2 Namibia has been appointed to carry out the Government's meticulously crafted Green Hydrogen Strategy. Over the coming 3 years, they aim to drive industrialisation across the country striving for successful execution of the designated pilot projects. The Program envisions placing Green Industrialisation, catalysed through green hydrogen development, at the heart of their construction endeavour, ensuring economic growth and prosperity is achieved for all Namibians. To make this goal a reality, GH2 Namibia is seeking to attract top-tier talent that will have the unique opportunity to make a lasting impact within the emerging field of Green Hydrogen, a novel concept in Namibia, a burgeoning industry worldwide, and a field at the pinnacle of advancements in renewable energy technology.



## HEAD: PLANNING, POLICY, & STRATEGY

### The Organisation

As the Head: Planning, Policy & Strategy you will work closely with the Head: Commissioner in the conception and execution of the GH2 Namibia strategy. You will be responsible for the development, design, and implementation of strategic plans across the various organisational units, monitoring and reporting on project progress through the implementation of key performance metrics. As part of your role, you will evaluate performance against set budgets, plans, and targets, thus you will possess extensive experience in the development and monitoring of project budgets and financials. The successful candidate for this position should be results – driven, with high attention to detail and a proven ability to manage multiple projects with confidence. This position appeals to you if you are a keen strategist who is highly adaptable, determined to achieve optimal outcomes and committed to make a lasting impact in the development of Namibia's Green Hydrogen Industry.

#### Minimum requirements

- A Master's degree in Business Administration, Accounting, Finance, or equivalent.
- Certification in Accounting and Finance (e.g., CPA, Chartered Accounting, CMA).
- Minimum of 10 years' relevant experience of which 6 should have been in a similar role.
- Proficiency in English.
- Proficiency in project management, planning and budgeting.
- Experience working on large-scale infrastructure programs would be an additional advantage.



## EXECUTIVE ASSISTANT

### The Organisation

The role of the Executive Assistant will be to provide comprehensive administrative support to the Commissioner, ensuring that their daily tasks, commitments, and communications are managed seamlessly. Key responsibilities include high – level administrative tasks, such as calendar management and prompt handling of correspondence. As the Executive Assistant to the Head: Commissioner you will be entrusted with the task of nurturing positive relationships with relevant stakeholders, ensuring timely and effective communication is distributed from the GH2 Namibia office. Success in this role is contingent upon reliability, strong organisation and interpersonal skills, and adaptability within evolving circumstances.

#### Minimum requirements

- A Bachelor's Honours degree in Business Administration from a recognised institution.
- Master's degree in business administration or a related field would be an additional advantage.
- 5 to 8 years' experience as an Executive Assistant.
- Proficiency in English.
- Relevant experience in the public sector environment.
- Ability to travel locally upon request.



### Interested?

The closing date for applications is **22 September 2023**

For more detail on the above positions, kindly follow the application instructions on the Potentia website [www.potentia.com.na](http://www.potentia.com.na) and upload a copy of your CV.

All suitably qualified Namibians are encouraged to apply. If you are not contacted within 2 weeks of the closing date, please consider your application unsuccessful. Only electronic applications and CVs submitted via the Potentia website will be accepted. Our client reserves the right not to make any employment appointment and offer.

