

MINISTRY OF URBAN AND RURAL DEVELOPMENT

DIVISION: HUMAN RESOURCES MANAGEMENT AND DEVELOPMENT SUBDIVISION: HUMAN RESOURCES MANAGEMENT

Post designation	:	Chief Human Resources Practitioner Grade 6
1xPost	:	Windhoek
Salary Scale	:	N\$337,984 – N\$403,922
Housing Allowance	:	N\$17,424 per annum
Transport Allowance	:	N\$10,512 per annum

Minimum requirements: A National Diploma on NQF Level 6 majoring in human resources plus six (6) years appropriate working experience in Human Resources Administration.

Main Duties of the job

- Supervising of subordinates;
- Ensure the alignment of divisional strategic plan to that of the Ministry's strategic plan and other high level Statements;
- Ensure the Development of Affirmative Action plan, implementation and reports thereof;
- Ensure Compliance to all relevant laws and policies applicable in the Public Service;
- Coordinate the development and signing of performance agreements for staff members in the Ministry;
- Advice management and staff members in all HR related matters;
- Oversee the rolling out and operationalisation of Human Capital Management System in the Ministry;
- Ensure the quality check of submissions to the Office of the Prime Minister, Public Service Commission, Attorney-General, Government-Attorney and other key stakeholders;
- Liaise with the Executive Director, Office the Prime Minister, Government Attorney, Social Security Commission, Government Institutions Pension Fund, Trade Unions and other Stakeholders;
- Ensure proper placement and utilization of staff (staff movement);
- Express high level knowledge of the Labour Act and handling of misconduct cases;
- Ability to supervise and coordinate the implementation of the Performance Management System (PMS) across the Ministry and Regional Councils (RC).
- Assist the Ministry and RCs to develop Strategic Plan, Annual Plan and Performance Agreements annually as well as to carry out quarterly reviews and annual appraisals;
- Give advice and support to staff members in Ministry and RCs on critical aspects and facets of Performance Management;
- Assist staff members in the Ministry and RCs in carrying out Business Process Reengineering (BPR) reform initiative;
- Assist the Ministry and RCs to develop, review, update and implement Public Service Charters; and
- Compile reports on PMS implementation across the Ministry and RCs on a quarterly and /or annual basis.

Enquiries: Mr Evans S Maswahu, Tel: 061-297 5268

NOTES TO CANDIDATES:

1. Candidates with foreign qualifications must attach proof of evaluation of such qualifications from the Namibia Qualifications Authority (NQA).
2. **Failure to complete all items or sections of the application form for employment and not attaching the necessary required documents will disqualify the application.**

3. Women and people with disabilities who meet the advertised requirements are encouraged to apply. Applicants who are already in the public service must attach proof of confirmation of probation to their application forms. Applicants outside the Public Service must attach testimonial or confirmation letter of the current employment to their application forms.
4. Emailed applications will not be considered. Only shortlisted candidates will be contacted and no documents will be returned.
5. The prescribed Application form (form 156043 obtainable at all Government Offices, Ministries and Agencies) must be used/completed fully and together with a comprehensive Curriculum Vitae and originally certified copies of educational qualifications and identity document(s) must be submitted to:

**The Executive Director
Ministry of Urban and Rural Development
Private Bag 13289
WINDHOEK**

OR

Hand delivers to:

**Human Resources Division
Ministry of Urban and Rural Development
First Floor, Office No. 108
Government Office Park, Luther Street**
