



NAMIBIA TRAINING AUTHORITY

## **GENERAL MANAGER: HUMAN RESOURCES (FIVE-YEAR CONTRACT)**

### **Paterson Job Grade E2**

**Reporting to:** Chief Executive Officer

**Duty Station:** Head Office (Windhoek)

**Purpose:** To strategically lead the Human Resources (HR) function at the NTA in accordance with industry best practice; thereby ensuring organisational effectiveness and achievement of strategic goals.

#### **Key Performance Areas:**

- Plan, develop and execute strategic initiatives in respect of the HR Department, including annual business plans and comprehensive HR plans;
- Develop, implement and maintain policies, systems and standard operating procedures;
- Ensure ongoing alignment of organisational structure with strategy;
- Ensure population of organisational structure with competent employees and establishment of succession planning;
- Provide strategic direction in terms of effective performance management;
- Oversee ongoing organisational development processes (e.g. job analysis/design, review of job descriptions and job evaluation/grading);
- Ensure statutory compliance concerning HR related matters (e.g. Social Security Commission, Employment Equity Commission, Receiver of Revenue, etc);
- Lead implementation of the collective agreement with trade unions and annual salary/wage negotiations;
- Foster and enhance sound relations with internal stakeholders to ensure an engaged and motivated workforce and improved employee satisfaction;
- Facilitate the development and implementation of corporate training plans;
- Spearhead the employee relations function and employee wellness programmes;
- Manage financial resources - budget control, risk management and financial prudence;
- Provide strategic leadership to HR employees in terms of performance, disciplinary matters and personal development; and
- Compile and submit regular reports.

#### **Qualifications and Experience:**

- Master's Degree (NQF Level 9) in Human Resources Management, or a related discipline;
- 10 years' relevant experience in HR, of which at least 5 years must have been at middle or senior management level in a medium size/large organisation in the public/private sector.

#### **Other Competencies:**

- In-depth knowledge of relevant Namibian legislation;
- Corporate Governance;
- Sound management and leadership skills – must be visionary and innovative;
- Sound ethics and high emotional intelligence (EI);
- Analytical, problem-solving and decision-making skills;
- Strong interpersonal and excellent communication skills (verbal and written);
- Excellent organisational skills;
- Computer literate; and
- High stress tolerance level.

The NTA offers an excellent working environment and competitive remuneration for prospective employees.

Applications should be emailed to: [hr@nta.com.na](mailto:hr@nta.com.na) or [sowosoas@nta.com.na](mailto:sowosoas@nta.com.na), or couriered, mailed or hand delivered at NTA Village, Rand Street, Khomasdal (former Rössing Foundation). P. O. Box 70407 Khomasdal. Tel +264 61 279 550. No faxed applications will be accepted. Applications without supporting documentation will not be considered.

The NTA is an Equal Opportunity Employer and candidates from designated groups are encouraged to apply. Reference checks and competency assessment tests will be conducted and qualifications will be verified. Only shortlisted candidates will be contacted. The NTA reserves the right not to make any appointment in this position.

**CLOSING DATE: 3 JULY 2018**