

**Organizational Development Officer
(Grade C4)**

Duty Station: Head Office

Reporting to: Manager - Talent Management

Purpose: Responsible for developing and implementing programs that align workforce with key business strategies and initiatives. Provision of facilitation support in organizational structuring/restructuring including job evaluation and change management interventions within the NTA.

Key Performance Areas:

- Recommends and effectively facilitates the overall Organizational Development interventions/plans and ensure that they are properly aligned to the corporate strategic plan
- Facilitates the effectiveness of organisational culture by driving Change Management interventions
- Conducts employee satisfaction surveys
- Facilitates the administration of Performance Management system within the NTA
- Maintains the corporate structures, reporting lines and level of work by updating it when required
- Facilitates job descriptions review processes and ensure appropriate JD database is well maintained
- Responsible for the administration of all OD activities
- Facilitates all wellness activities
- Assists the Talent Manager in areas of leadership development, organizational design and team development
- Serves as an organization internal consultant to identify, develop and implement business processes and organisational effectiveness interventions.

Qualifications and Experience:

- Bachelor's degree in Organizational Development, Human Resources Management, Industrial Psychology
- 5-6 years' hands-on experience in organizational development interventions
- Proficiency in English language is required for this role
- Must have previous experience working independently or with minimal supervision
- Attention to detail, excellent interpersonal and strong communication skills with strong follow-through is required.

Other Competencies:

- Report writing, MS Programs (Excel, PowerPoint presentation), results driven oriented, knowledge in conducting surveys, ability to work effectively in a culturally diverse work group, multitasking, planning and organization, observational, critical and analytical thinking, customer focused, team oriented
- Maintains professional and technical knowledge by conducting training and educational workshops, reviewing professionalism, establishing personal networks, benchmarking state-of-the-art practices and participating in professional societies
- Knowledge of HR policies, rules and regulations, HR management.
- Must have experience analyzing job duties and developing job descriptions.

Closing Date: 22 September 2017

Applications should be emailed to: hr@nta.com.na or 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.