NAMIBIA TRAINING AUTHORITY

ORGANISATIONAL 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 l
- Facilitates 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
- 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.
- Facilitates the culture diversity interventions

Qualifications and Experience:

- A Bachelor's Degree in human resources management, Industrial Psychology, Organisational Development or equivalent qualification from a recognised institution (NQF Level 6).
- Three (3) years' relevant experience in Human Resources, organizational Development, Performance Management
- Certifications in areas like Human Resources, Learning Development, or Change Management will be an added advantage.
- Driving License

Related 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: 27 February 2026

Applications should be couriered or hand-delivered at NTA Village, Rand Street, Khomasdal (former Rössing Foundation). P. O. Box 70407 Khomasdal. Tel +264 61 2078 550.

The NTA is an Equal Opportunity Employer and candidates from designated groups are encouraged to apply. Please note that reference checks and competency assessment tests will be conducted and qualifications will be verified. Only shortlisted candidates will be contacted. Only certified documents will be accepted. **All applicants with foreign qualifications must submit their application(s) by attaching their Namibia Qualifications Authority (NQA) evaluation results/records.**

The NTA reserves the right not to make any appointment in this position.