

VACANCY - RE-ADVERTISEMENT

Executive: Human Resources



Namibia Statistics Agency (NSA), FGI House,
44 Post Street Mall, Windhoek, Namibia,
P.O.Box 2133, Windhoek, Namibia
Tel: 061-431 3200, Fax: 061-4313253
www.nsa.org.na

The Namibia Statistics Agency (NSA) was established in terms of the Statistics Act No. 9 of 2011. The Agency is mandated, amongst others, to constitute the central statistical authority of the State and to collect, produce, analyse and disseminate official statistics and spatial data in Namibia.

Position : **Executive: Human Resources** (5 years renewable contract)

Reporting to the Statistician-General/CEO, the incumbent is expected to strategically manage and direct the Human Resources Department in accordance with established international standards of quality. In addition, the incumbent should ensure the existence of-, lead, and coordinate the implementation of Human Resources programmes, policies, practices, and services through the department's staff, that will provide an employee-oriented, high performance culture that emphasises empowerment, quality, productivity and standards, goal attainment, and the recruitment and ongoing development of the Namibia Statistics Agency's workforce.

Key Performance Areas:

- Collaboration with senior leadership to understand the Agency's goals and strategy related to staffing, recruiting, and retention
- Planning, leading, developing, coordinating, and implementing policies, processes, training, initiatives, and surveys to support the Agency's human resource compliance and strategy needs
- Spearheading and coordinating the development of the Agency's Annual Work Plan
- Administering or overseeing the administration of human resource programs including, but not limited to, compensation, benefits, and leave; disciplinary matters; disputes and investigations; performance and talent management; productivity, recognition, staff morale; occupational health and safety; and training and development
- Identifying staffing and recruiting needs; developing and executing best practices for hiring and talent management
- Conducting research and analysis of organisational trends including review of reports and HR metrics
- Monitoring and ensuring the Agency's compliance with all relevant employment laws, regulations, and recommended best practices; reviewing and modifying policies and practices to maintain compliance
- Maintaining own knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law; applying this knowledge to communicate changes in policy, practice, and resources to senior management
- Developing and implementing the departmental budget
- Facilitating professional development, training, and certification activities for HR departmental employees
- Developing corporate plans for a variety of HR matters such as compensation, benefits, health and safety etc.
- Developing strategies for performance evaluation, staffing, training and development etc.
- Overseeing all HR initiatives, systems and tactics
- Supervising the work of the HR department and providing guidance
- Serving as the point of contact for employment relations and communication with labour unions and internal workplace union representative committee members
- Monitoring adherence to internal policies and legal standards
- Ensuring that grievances and transgressions are addressed through the relevant disciplinary and grievance procedures
- Anticipating and resolving litigation risks in close consultation with the Agency's Legal division

Educational and Experience Requirements

- Master's Degree in Human Resources, Industrial Psychology and/or Organisational Development or similar qualification (NQF 9). Applicants with any lower qualification will not be short listed.
- 10 years' relevant work experience with at least 3 years in a senior professional/ managerial role within a corporate unionised environment providing strategic leadership in the HR function in an organisation of similar magnitude and complexity.
- Proven track record of effectively supervising a team of professionals, including building the team's capacity and providing technical leadership.

Specific Requirements

- Highly motivated strategic thinker and self-starter
- High level of emotional and social intelligence
- Language and communication skills:
 - o Must be fluent in English and able to communicate with internal and external stakeholders
 - o Ability to effectively communicate (verbal, written, presentation and listening) with and directly influence a broad spectrum of key partners, and stakeholders, both internally and externally
- Reasoning Ability:
 - o Highly developed change management skills
 - o Good problem solving and solid decision making skills
- Analytical ability
- Attention to detail
- Good conflict resolution skills
- Teamwork:
 - o Understanding of the importance of teamwork in the work context
 - o Able to work effectively in a team to achieve common goals
 - o Able to foster effective teamwork
- Strategic planning knowhow and skills
 - o Analysis of critical business performance aspects around people.
- Additional attributes
 - o Highly developed credible leadership and people management skills
 - o High level resource management and planning skills, such as budget management and control
 - o Strong empathy competence – able to understand the other party's perspective.
- Additional knowledge and competency requirements
 - o Expert level understanding of all aspects of human resources management
 - o In depth knowledge and interpretation of the Labour Act of Namibia, as well as all institutional and global employee management practices
 - o Professional knowledge of the Industrial Psychology field, i.e. development of competence frameworks and cultures
 - o Knowledge of compliance and governance issues within a public funded organisation
 - o Understanding of core business functions including strategic and business planning, facilities management, etc.
- Competence in the use of Microsoft Office and relevant HR software for desktop purposes.

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- Added advantages
 - o Knowledge of- and experience in Business Process mapping.
 - o Experience in leading the Strategic Planning Processes.
 - o Experience in HR management of a very large number of fixed-term employees during surveys/censuses
 - o Knowledge and experience of the Balanced Scorecard concept.

Interested candidates may submit their application that includes a detailed CV and certified copies of relevant educational qualifications via email to hr@nsa.org.na OR apply online via the Namibia Integrated Employment Information System (NIEIS). Please use the following link to access the NIEIS: <http://nieis.namibiaatwork.gov.na/>

Only short listed candidates will be contacted and no documents will be returned.

CLOSING DATE FOR APPLICATIONS: 10 AUGUST 2022