



## EXTERNAL VACANCY: HUMAN RESOURCE PRACTITIONER

The Namibia Statistics Agency was established in terms of Statistics Act No. 9 of 2011. The Agency is mandated, among others, to constitute the central statistical authority of the state and to collect, produce, analyse and disseminate official statistics in Namibia.

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<b>Position:</b>	Human Resource Practitioner
<b>Reporting to:</b>	Senior Human Resource Practitioner
<b>Duty station:</b>	NSA Head Office, Windhoek

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### Job purpose

To provide a wide range of human resource administration services with a specific emphasis on payroll, recruitment & selection, employee benefit administration and human resources administration in compliance with operational human resources policies, procedures and processes.

### Key Performance Areas:

- Ensure compliance with relevant HR policy and procedures
- Advise line managers and employees on the interpretation and application of HR policies/ procedures/ processes
- Maintain and administer all employee benefits
- Process employee remuneration and benefits, and correctly capture and report on the monthly payroll
- Implement recruitment and selection processes and procedures in line with the Agency's policies and procedures
- Maintain an efficient paper-based and electronic filing system
- Control and update all HR documentation and ensure employees are informed of any outstanding documents
- Build and maintain constructive relationships with line managers, employees, internal and external stakeholders

### Educational Qualifications & Job requirement Experience

- A Bachelor's Degree in Human Resources Management, Industrial Psychology or a similar qualification. An Honours Degree would be an advantage.
- A total of 3 years working experience in general human resources environment. Experience in payroll processing will be an advantage.



## Specific Requirements

- Ability to work independently and take on responsibilities on own initiative
- Proven track record in Payroll Administration
- Basic understanding of remuneration and employee benefits
- Ability to identify and implement practical solutions
- Meticulous handling and execution of all administrative tasks.
- Demonstrated skill in internal services provision / have an aptitude for service provision
- Well-developed and proven communication and interpersonal skills
- Sound understanding of HR information and records
- Basic knowledge of recruitment and selection procedures

Interested candidates may submit their application that includes a detailed CV and certified copies of relevant educational qualifications through the Namibia Integrated Employment Information System (NIEIS) Please use the following link to access the NIEIS: <http://nieis.namibiaatwork.gov.na> or hand deliver at NSA Head Office, FGI Building, Post Street Mall.

*“As per Affirmative Action (Employment) Act, Act 29 of 1998; Namibian Citizens from previously disadvantaged groups will enjoy preferential treatment”*

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

**CLOSING DATE: 01 MARCH 2023.**