



VACANCY: EXECUTIVE-HUMAN RESOURCES

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 in Namibia.

Position:	Executive: Human Resources
Reporting to:	Statistician General/CEO
Duty station:	NSA Head Office, Windhoek

Job purpose

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



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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).
- 8 years' middle management work experience with at least 2 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. analytical packages will be an added advantage.

Specific Requirements

- Highly motivated strategic thinker and self-starter.
- High level of emotional and social intelligence.
- Language and communication skills:
 - Must be fluent in English and able to communicate with internal and external stakeholders.
 - 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:
 - Highly developed change management skills.
 - Good problem solving and solid decision-making skills.
 - Analytical ability.
 - Attention to detail.
 - Good conflict resolution skills.
- Teamwork:
 - Understanding of the importance of teamwork in the work context.
 - Able to work effectively in a team to achieve common goals.
 - Able to foster effective teamwork.
- Strategic planning knowhow and skills
- Analysis of critical business performance aspects around people.
- Additional attributes
- Highly developed credible leadership and people management skills.



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- High level resource management and planning skills, such as budget management and control.
- Strong empathy competence – able to understand the other party’s perspective.
- Additional knowledge and competency requirements
- Expert level understanding of all aspects of human resources management.
- In depth knowledge and interpretation of the Labour Act of Namibia, as well as all institutional and global employee management practices.
- Professional knowledge of the Industrial Psychology field, i.e. development of competence frameworks and cultures.
- Knowledge of compliance and governance issues within a public funded organisation.
- 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.
- Added advantages
- Knowledge of- and experience in Business Process mapping.
- Experience in leading the Strategic Planning Processes.
- Experience in HR management of a very large number of fixed-term employees during surveys/ censuses.
- 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/>

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

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

Closing date for applications: 24 February 2022