

VACANCY

MANAGER: HUMAN CAPITAL [D4]

CLOSING DATE | TUESDAY, 23 DECEMBER 2025 AT 17H00

Reporting to Executive: Human Capital

Primary purpose of the position:

To manage the Human Capital administration, talent management, organisational transformation interventions, organisational development and performance in a manner that supports the achievement of the Authority's objectives.

Key Performance Areas will include:

1. Talent Management and Employee Wellness

- Facilitates the recruitment of all positions and ensure compliance to policy and regulatory requirements;
- Provides inputs into the development of CRAN's Annual Workforce Plan based on staffing needs assessments;
- Manages the contracting and onboarding interventions;
- Establishes and recommends employee retention strategies;
- Manages the implementation of all wellness programmes, evaluates the effectiveness of interventions and recommend improvement;
- Manages and oversees the Human Capital statistical reports in terms of appointments, probation status, resignations, promotions, to identify trends and recommend improvements;
- Manages and oversees all monthly schedules relating to staff trainings, probation, appointments, resignations, performance and wellness;
- Facilitates and/or undertakes remuneration surveys to guide the reviewing of the Authority's remuneration structure as and when required;
- Assists with the wage negotiation processes by securing mandate, providing updated information and representing the employer as and when required;
- Advises supervisors and management on employee relation matters;
- Manages and recommends solutions for all grievances and complaints, received from employees and supervisors; and
- Engages with the union, management, and employees pertaining to matters of interest and the Labour Act.

2. Organisational Development

- Manages the process of reviewing the organisational structure and position profiles to facilitate the achievement of strategic objectives of CRAN;
- Manages all organisational development and job evaluation interventions, always ensuring best practice improvements;
- Manages the implementation of CRAN's approved Performance Management System ensuring timeous planning, monitoring and evaluation by departments;
- Monitors and ensures the timely development and implementation of Performance Agreements, Personal Development Plans (PDPs) for all staff;
- Implements performance rewards as approved and updates supervisor on identified issues;
- Manages the development and maintenance of performance driven and continuous learning culture;
- Coordinates the development and implementation of an Employee Succession Plan that enhance capacity development for business continuity;
- Facilitates skills audits to identify employee training and development needs; and
- Implements and assesses the effectiveness of all training and development initiatives and recommend improvements where necessary.

3. Human Resources Administration and Management

- Mentors, coaches and provides on the job training and development opportunities;
- Provides input in the compilation of the annual departmental budget;
- Monitors monthly expenditure and clarifies variances for spending deviations;
- Conducts training workshops on Human Capital interventions; and
- Keeps up to date with developments in area of expertise, technological developments and make recommendation to stimulate innovations internally.

4. Compliance and Risk Management

- Monitors operations on a regular basis to ensure that all relevant laws, regulations, and policy frameworks are applied and adhered to;
- Implements appropriate policy frameworks to ensure the compliance with applicable regulations;
- Develops and recommends all divisional management policies in consultation with the supervisor;
- Interprets CRAN's policy framework and recommend relevant policy improvements;
- Develops and ensures the implementation of continuous improvement programmes to increase efficiency; and
- Implements mitigating measures for identified risks as directed and ensure prevention of similar risks.

5. Education, Experience and Skill Requirements

- A relevant Degree in Human Resources Management or Business Administration with Human Resource as a major/Organisational Development or Industrial Psychology;
- Five (5) to Six (6) years relevant work experience as HR Generalist covering areas of Human Capital Administration Payroll, HC systems administration, recruitment & selection, employment equity processes and reporting, organisational development, performance management, succession planning, employee wellness and employee relations;
- Two (2) to Three (3) years experience in supervisory position;
- Sage VIP/SAGE People 300 payroll system knowledge;
- A Management Development Programme (MDP) would be an added advantage;
- Strong written and verbal communication skills;
- Excellent human relations skills;
- Valid Code B Driver's Licence; and
- Competent user of MS Office package and other automated operating systems for performance management etc.
- Shortlisted candidates will be required to submit proof of Namibian Police clearance.

Applicants meeting the above criteria should register their applications including motivation letter, CV, and relevant qualifications at Direct Hire by clicking on the following link:

<https://cran.mcidirecthire.com/External/CurrentOpportunities>

REMUNERATION PACKAGE:

CRAN offers a competitive market-related cost to company remuneration package commensurate to relevant experience and qualifications.

ALL FOREIGN QUALIFICATIONS MUST BE RECOGNISED AND ACCREDITED BY NQA.

CRAN IS AN EQUAL OPPORTUNITY EMPLOYER.

WOMEN & PERSONS WITH DISABILITIES ARE ENCOURAGED TO APPLY.