

**DIRECTORATE HUMAN RESOURCES PLANNING AND DEVELOPMENT
DIVISION HUMAN RESOURCE PLANNING**

Post Designation	:	Deputy Director Grade 4
1x Post	:	Windhoek
Salary Scale	:	N\$517,195 – N\$543,728
Housing Benefits	:	N\$121,560 per annum
Motor Vehicle Allowance	:	N\$110,917 per annum

Minimum Appointment Requirements: A B-Degree in Human Resources Management at MQF Level 7/or an equivalent qualification plus nine (9) years' experience in the Human Resources field/Information Management Systems/ HR Monitoring and Evaluation Systems of which five (5) years' experience should be at a Grade 5/6 Level.

Additional Requirements: Potential candidates should have a sound knowledge at Mid-level in the Human Resources Planning, Management and Development Policy and strategy formulation, Development, Implementation and review, Human Capital Management Systems including HR Monitoring and evaluation, etc.

Key Performance Areas:

- Responsible for the development and overseeing the implementation of Policy and Framework, Public Service Staff Rules and measures to regulate the Human Resource Planning and Succession Management Function in the Public Service.
- Responsible for the supervision and management of staff members in the Division Human Resource Planning;
- Execute duties and responsibilities in terms of the provision of the Public Service Act, Labour Act, Public Service Commission Act, Affirmative Action Act, the Regional Council Act, and the State Finance Act, and staff rules relevant to the Human Resource Planning function;
- Responsible for the management and coordination of Human Resource Planning Statistics; Affirmative Action Plans/Report's compliance in OMA's and RCs;
- Ensure capacity building for the effective implementation of Human Resource Planning Policy and Framework, Affirmative Action Plans, Reporting and compliance in OMA's and RCs;
- Ensure HR Planning functions are embedded and mainstreamed in the Human Capital Management System
- Project Manager for the Public Service Human Resource Profiling;
- Coordinate the publication and quality assurance of the Public Service Vacancy Circular;
- Responsible for human resource management, development and performance management of the staff in the division;
- Responsible for the preparation, management, execution and monitoring of the divisional annual plan and budget;
- Coordinate the drafting and signing of Performance Agreements;
- Conduct one on one performance reviews and compile monthly, quarterly and annual performance reviews; and
- Participate in the Ministerial workplace programs.

Additional Core Competencies:

- Knowledge and interpretation of Legislation- Labour Act, 2007(Act No 11 of 2007); Public Service Act, 1995(Act No.13 Of 1995); Affirmative Action, (Employment) Act, 1998(Act No 29 of 1998); State Finance Act, 1991(Act No 31 of 1991); Procurement Act, 2015(Act No 15 of 2015); corresponding Regulations and Public Service Staff Rules;
- Excellent analytical and strategic thinking;
- Exceptional Communication skills (written and oral);
- Computer skills (MS Word, Excel, PowerPoint);
- Financial Management;
- Practical knowledge of Human Capital Management Systems, and
- Training and facilitation skills.

Enquiries: Ms Geneva Tselakgosi Tel: 061-287 2145/ Mr Victor Kaulinge Tel: 061 -2873032

NB: Person in the designated groups and person with disabilities are encouraged to apply. Applicants within the Public Service must attach proof of confirmation of probation to their application for employment and those outside the Public Service must attach testimonial, Certificate of service from former and current employer in respect of work experience.

Application forms 156043 (obtainable at all Government offices) and should be accompanied by original certified copies of educational qualifications, detailed CV and other documents. All foreign qualifications must be evaluated by Namibia Qualification Authority (NQA). Applicants who failed to complete all items on the application form (incomplete applications) and failed to attach the necessary documents will disqualify the application. Only shortlisted candidates will be contacted and no documents will be returned. Completed application for employment must be addressed to:-

**The Executive Director
Office of the Prime Minister
Private Bag 13347
Windhoek**

Enquiries: Ms. Ellie Ndungula Tel: 061-287 2148/ Ms. Jecinta Matengu Tel: 061 -2873050
