

HARDAP REGIONAL COUNCIL

DIRECTORATE: FINANCE AND ADMINISTRATION DIVISION: HUMAN RESOURCE MANAGEMENT

Post Designation	:	Chief Human Resource Practitioner Grade 6
1x Post	:	Mariental
Salary Scale	:	N\$354,883 – N\$424,119
Transport Allowance	:	N\$10,512 per annum
Housing Allowance	:	N\$17,400 per annum

Minimum Requirements: A National Diploma majoring in human resources on NQF L6 plus six (6) years appropriate experience in Human Resource Administration of which Candidate must be on the level of Senior Human Resource Practitioner Grade 7.

Additional Requirements: Preference will be given to candidates with a Bachelor's Degree in Human Resources Management or Business Administration Majoring in Human Resource Management at NQF Level 7, Candidate must be conversant with **the Sage VIP Premier Payroll System and ESS leave module administration** as well as Performance Management System (PMS) misconduct procedures. Should be in possession of a valid driver's (attach certified proof of certificates).

Main Duties:

Liaise with relevant line ministries and the Ministry of Finance and the Office of the Prime Minister in particular on Policy issues pertaining to fiscal and personnel decentralization. Interpret and ensure implementation of policy frameworks at regional and local authorities in line with approved legislation.

Ensure communication, coordination and awareness of HR policies and procedures impacting on decentralization amongst line ministries, Regional Councils and Local Authorities. Facilitate implementation of plans within defined timeframe and limited resources. On a monthly, quarterly and annual basis, review progress against individual and divisional plans and against budgets. Provide strategic guidance and leadership to the administration of the Regional Council. Supervise, control and coordinate the implementation of Regional Councils decisions and programmes. Ensure that assessment for institutional review and capacity building are undertaken for the Regional Council. Determine staffing needs, evaluate and recommend staff appointment. Coordinate and facilitate staff movement. Interview and/or select for appointments/promotion. Advise on (or assisting with) the compiling of request/proposals. Program and coordinate the activities of the HR office with that of the Council.

Assess the staffing needs of the Regional Council and have the necessary establishment proposal drafted for consideration by the Office of the Prime Minister. Plan manpower to cater for long- and short-term needs. Handle grievances, representations, misconducts and labour related issues. Provide counseling and guidance, regarding the maintenance and development of human resources. Liaise and consulting directly with the OPM / MRLGHRD on all HR administration matters. Budget or controlling of expenditure applicable to HR offices. Determine deviations from current rules and regulations and submit proposals to OPM. Interpret and apply: Policies, Cabinet Directives/Delegations, rules and regulations. Audit and approve salary advices to Division Finance. Responsible for presentation of monthly report to the Deputy Director: Human Resources. Assist HRP 3AL2 with coordination of in-house training for the HR Division. Assist the Deputy Director Human Resources Management with the compilation of monthly, quarterly and annual reports of the Regional Council. Responsible for day-to-day running / operation of the subdivision HR. Monitor and evaluate annual work plan and report progress to the Deputy Director Human Resources Management. Monitor and evaluate HR budget. Ensure the recovering of departmental debt. Administer compensation, benefits and performance management system. Identify staff vacancies and recruit, interview and select suitable candidate. Advise CRO and other line managers on organizational HR policy and matters. Ensure compliance with legal requirements.

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Plan, direct, supervise and coordinate work activities of the subordinates. Analyze training needs to design employee development, health and safety programmes. Maintain staff record and compile statistical reports concerning personnel related data such as hires, transfers, performance appraisals and absenteeism rates. Carry out any other official duties assigned from time to time.

Enquiries: Mr. Werner Coetzee/ Ms. Zellery De Klerk Tel. 063 245800

DIRECTORATE: FINANCE AND ADMINISTRATION
DIVISION: ADMINISTRATION
SUBDIVISION: CONSTITUENCY SUPPORT GIBEON

Post Designation	:	Control Administrative Officer Grade 6
1x Post	:	Gibeon
Salary Scale	:	N\$354,883 – N\$424,119
Transport Allowance	:	N\$10,512 per annum
Housing Allowance	:	N\$17,400 per annum
Remoteness Allowance	:	N\$9,000 per annum

Minimum Requirement: National Diploma or equivalent qualification (NQF Level 6) plus 6 years' appropriate experience of which three years should be on Supervisory Level Grade 8.

Supplementary Requirements: Preference will be given to candidates with experience in Local Government Administration. Must be in possession of a valid Driver's License

Main Duties: Ensures the implementation of the Annual Work Plan. Creates platforms to solicit inputs from CDC on project proposals. Submit budget proposals to supervisor. Ensure the existence of inventory registers at Constituency Office. Ensure the reconciliation of transport transactions and produce monthly reports. Organize proper handling of correspondences (incoming/outgoing mail). Identify staffing needs/ resources. Identify constituency training needs and submit proposals to the supervisor. Ensure the existence of proper filing systems. Organize community meetings on instructions. Ensure minute-taking and submission of CDC minutes to the Regional Council. Ensure that all purchases at Constituency Office are done according to the approved procurement procedure. Inform IT personnel of any IT related problems. Provide support services in relation to emergency management activities. Communicate customer complaints/inputs / suggestions on basic services to relevant service providers. Coordinate development projects at constituency level and communicate any relevant concerns to the Directorate Planning. Assist the Directorate Planning and Development on issues relating to OVCs, Decentralized Build Together Programme etc. Assist in the distribution of food and non-food items at constituency office. Implement relevant Regional Council; policies, rules and regulations and advise staff accordingly. Provide secretarial services at CDC meetings. Ensure that stock-taking takes place occasionally. Ensure the supervision of staff at Constituency office. Monitor and evaluate annual work plan and produce monthly progress reports. Monitor and evaluate Constituency Office budget and ensure compliance. Oversee the cleanliness and image of CDC / Settlement building and premises.

NB: All **foreign qualifications** must be submitted with an **evaluation report of qualifications from Namibia Qualifications Authority**. All applications must be done on the **new employment application** form 156043 and 156094 obtainable at all Government Offices together with a **comprehensive CV and certified copies of educational qualifications, proof of identification, testimonials** and any other relevant documents. **Note must be taken that competitions for vacancies in the Public Service have been limited. Public Servants must have completed their probation successfully and may only compete for vacancies, which are on the next higher grade/post level. Failure to complete all items on the application form for employment and not attaching the necessary documents will disqualify the application. People with disabilities are encouraged to apply.** Please take note that only shortlisted candidates will be contacted and no personal documents will be returned.

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