

MANAGEMENT CADRE

OTJOZONDJUPA REGIONAL COUNCIL

DIRECTORATE: GENERAL SERVICE, DIVISION: HUMAN RESOURCE MANAGEMENT OTJIWARONGO

Post Designation	:	Deputy Director Grade 4
1xPost	:	Otjiwarongo
Scale Salary	:	N\$517,195 - N\$543,728
Salary Scale	:	N\$ 517 195 per annum
Housing Allowance	:	N\$121,560 per annum
Capital Cost	:	N\$83,106 per annum
Running Cost	:	N\$27,811 per annum

Appointment Requirements: A B Degree at NQF L7 majoring in Human Resources Management at the level of plus 9 years appropriate experience.

Additional requirements: Preference will be given to candidates with five (5) years' experience at Chief Human Resources Practitioner Grade 6 or equivalent. Candidate must have a valid Drivers' License (Code B).

Main Duties:

- Advise the Accounting Officer and in charge of all human resource-related matters.
- Facilitate the development and implementation of the Performance Management System.
- Responsible for the training and development of human resources.
- Ensure management and appraisal of staff members.
- Advise the Director and the Chief Regional Officer in the interpretation and application of the provisions of the relevant legislation and policies.
- Ensure that human resource decisions of the Council are implemented.
- Collaborate with line ministries in the implementation of human resource programmes at the regional level.
- Responsible for the compilation of the human resource budget.
- Ensure proper placement and utilization of staff.
- Responsible for drafting the Affirmative Action Plans and Reports for the Regional Council.
- Ensure communication, coordination and awareness of policies and procedures impacting on decentralization amongst line ministries, Regional Councils and Local Authorities.
- Facilitate the implementation of management plans.
- Review individual and divisional plans progress against budgets on a monthly, quarterly and annual basis.
- Manage, coordinate monitor and evaluate capacity building for the Regional Council.
- Determine staffing needs.

- Facilitate requests for transfers.
- Participate in collective bargaining and negotiations with Trade Unions.
- Facilitate proposals for the abolition and creation of posts on the structure of the Regional Council.
- Ensure the establishment and implementation of HIV/AIDS workplace program in the Regional Council.
- Carry out any other reasonable task as delegated by the immediate supervisor.

Application Procedures:

Interested applicants must complete the revised Public Service application form 156043 (APPLICATION FOR EMPLOYMENT) and Form 156094 (HEALTH QUESTIONNAIRE), which is obtainable from any Regional Offices of the Ministry.

Failure to attach necessary documents (original certified) **and complete part B.12 of the employment form and all items on the application forms correctly**, will disqualify your application. One testimonial from the current employer or Certificate of Service must be attached to the application. All foreign qualifications must be submitted with evaluation report from Namibia Qualifications Authority (NQA). **All candidates from the Private Sector and Public Enterprises must attach proof of their current position's obligations.**

**The Chief Regional Officer
Otjozondjupa Regional Council
P O Box 1682
Otjiwarongo
NAMIBIA**

**Or hand delivery:
Otjozondjupa Regional Council
3rd floor, Human Resource Office
22 Henk Wellem Street**

Enquiries: Ms. A.N. Kashikuka/ Mrs S.M.K. Tuahuku, Tel: 067 303702
