



## **HEALTH PROFESSIONS COUNCIL OF NAMIBIA**

### **VACANCIES**

#### **1. POST DESIGNATION: Manager: Nursing Board**

##### **Minimum requirements:**

- Accredited four (4) years of health-related qualifications with additional qualification in business/public administration or equivalent qualification at NQF level 7
- Six (6) years' work experience in an administration environment of which three (3) years must be at a supervisory level.
- Registration as healthcare professional with the Health Professions Council of Namibia
- Valid code 08 driving licence (manual).

## **Required knowledge and skills:**

- Understanding of health-related laws.
- Ability to develop, interpret, execute and evaluate standards, policies, and-guidelines.
- Ability to participate in drafting / amendment of rules, regulations and the Act.
- Ability to interpret, implement and evaluate rules, regulations and the Act.
- Working knowledge of MS Word, Excel, PowerPoint and Outlook.
- Coordinating, presentation and facilitating abilities.
- Excellent writing and verbal communication skills.
- Ability to effectively communicate with clients and colleagues.
- Proven leadership skills.
- Knowledge in drafting letters, agenda, and taking of minutes.
- Ability to manage multiple projects, timelines, and deliverables efficiently, ensuring compliance deadlines are met.
- Strong written and verbal communication abilities to prepare clear documentation, reports, and to liaise effectively with regulatory authorities, stakeholders, and external partners.
- Excellent technical skills and intellectual skills
- Resilient and adaptable to the work environment.
- Strong interpersonal skills and the ability to work collaboratively

- Ability to interpret laws and regulations

## **KEY PERFORMANCE AREAS**

### **DEVELOPMENT OF POLICIES, STANDARDS, RULES, REGULATIONS AND THE ACT**

- Conducts research in order to gather, analyse and structure information affecting policies, standards, rules, regulations and Act to be reviewed and or developed by the Board according to policy-making framework.
- Coordinate the drafting and approval of policies, standards and guidelines.
- Coordinate the drafting / amendment of rules, regulations and the Act.
- Provide administrative support to the Board with the setting of accreditation criteria for educational institutions, training hospitals and health facilities
- Critical thinking to evaluate options and foresee potential legislative impacts.

### **INTERPRENTATION OF POLICIES, STANDARDS, RULES, REGULATIONS AND THE ACT**

- Ensures the implementation of Board policy decisions according to the policy -making framework.
- Provides guidance and ensures quality control regarding Council standards, policies, procedures, rules, regulations and the Act.

## **IMPLEMENTATION OF POLICIES, STANDARDS, RULES, REGULATIONS AND THE ACT**

- Ensures that an annual schedule for all Board and its Committee meetings is arranged which includes the venue and that this is confirmed with all stakeholders.
- Ensures that notices and agendas for all Board and its Committee meetings are prepared and distributed to all committee members timeously.
- Provide administrative support to Board members or Committee members during the meetings.
- Ensures that all policy decisions of the Board are implemented by informing the relevant stakeholders of the policy decisions.
- Provides administrative support service regarding the design and updating of core curricula, the accreditation of training programmes and qualifications according to education and training process.

- Provides administrative support service in the administering of Board pre-registration evaluations and non-compliance management according to the education and training process.
- Provides an efficient registration process service by making detailed recommendations on all application forms for all practitioners and specialists who comply with the regulations or not.
- Receive application forms for registration or certificate of status from the Assistant Manager for verifications and making recommendations to the Deputy Registrar or the Registrar.

## **EVALUATION OF IMPLEMENTATION OF POLICIES, STANDARDS, RULES, REGULATIONS AND THE ACT**

- Provide administrative support to the Board during the inspection of educational institutions, training hospitals and health facilities.
- Review the information processed on the data management system by subordinates in compliance with the application process policy.
- Evaluate student applications in relation to educational institutions compliance with the admission requirements.
- Evaluate practitioners' applications in relation to minimum requirements of study for registration.

## **FINANCIAL MANAGEMENT**

- Compile annual plans and reports of the Board and participate in compilation of annual plan and reports of the organization.
- Compile annual budget for the Board and participate in compilation of the budget for the organization.
- Monitor and coordinate expenditure on Board activities across all committees to ensure compliance with the budget.

**Salary Package:** Councils offer a competitive salary package, pension, medical and housing grants as well as other fringe benefits which include adequate leave and an annual bonus.

**Enquiries:** Mr. T. Haipeto, Tel: 061 – 245586: email: [thaipeto@hpcna.com.na](mailto:thaipeto@hpcna.com.na)

Address the application to the Registrar, Health Professions Councils of Namibia, Private Bag 13387, Windhoek.

**Closing date:** Friday, the 30<sup>th</sup> of May 2025

**NB:**

- NB. The application form can be obtained from the HPCNA website:  
[HPCNA employment application form-170325-061503-230525-074711.pdf](#)
- No faxed or emailed applications will be accepted.
- Only shortlisted candidates will be contacted.
- No documents will be returned to the applicants.
- Foreign qualifications should be accompanied by the Namibia Qualifications Authority's evaluation.

Certified documents should be valid for not more than three (3) months before submission