

MANAGEMENT CADRE

MINISTRY OF WORKS AND TRANSPORT

DEPARTMENT OF ADMINISTRATION AND CENTRALIZED SUPPORT SERVICES

DIRECTORATE OF ADMINISTRATION

DIVISION: HUMAN RESOURCES

Post Designation	:	Deputy Director Grade 4
1xPost	:	Windhoek
Salary Scale	:	N\$ 517, 195 –N\$ 543, 728
Housing Benefits	:	N\$ 121, 560 per annum
Motor Vehicle Allowance		
Capital Costs	:	N\$ 83, 106 per annum
Running Costs	:	N\$ 27, 811 per annum
Total Allowance	:	N\$ 110, 917 per annum

Minimum requirements: A B-Degree or equivalent qualification on NQF Level 7 in Human Resources Management **OR** Public Administration/Management majoring in Human Resources plus nine (9) years appropriate experience.

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, Regional Council Act, State Finance Act, and Public Service 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 OMAs and RCs;
- Ensure capacity building for the effective implementation of Human Resource Planning Policy and Framework, Affirmative Action Plans, Reporting and compliance in OMAs 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:

- Profound knowledge in the interpretation of Legislations - 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, Public Service Staff Rules and Treasury Instructions;
- 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: Mr. S Kadhikwa: +264 61- 208 8424 / Ms. T Moelenyane: +264 61-208 8133

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. Any part of the application form that do not apply to you please indicate as such by writing N/A. Application form for employment No 156043 and Health Questionnaire form 156094 (obtained from any Government Offices) together with a comprehensive curriculum vitae and original certified copies of educational Qualifications, identity document and certificate of service or testimonials (if any) must be addressed to:

**The Executive Director
Ministry of Works and Transport
Private Bag 13341
Ausspahnplatz
Windhoek**

Or hand delivered to:

**The Human Resource Office
Ministry of Works and Transport
Registry Office, room 101, first floor**

NB! Only shortlisted candidates will be contacted and no personal documents will be returned. All supporting documents (ID's, Qualifications, and References) must be originally certified by the Namibian Police. Foreign qualifications must be accompanied by NQA evaluation. Failure to complete all items on the application form for employment and not attaching all the required documents will disqualify the application.