

MINISTRY OF JUSTICE AND LABOUR RELATIONS

DIRECTORATE: CENTRAL ADMINISTRATION DIVISION: GENERAL & AUXILIARY SERVICES SUBDIVISION: HUMAN RESOURCES MANAGEMENT

Post Designation	:	Senior Human Resource Practitioner Grade 7
1xPost	:	Windhoek
Salary Scale	:	N\$ 291 128 – 347 926
Housing Allowance	:	N\$ 17 424 per annum
Transport Allowance	:	N\$ 10 512 per annum

To be successful in this role you should have

- A Bacheor Degree in Human Resources Management or related field at NQF Level 7.
- Minimum of six (6) years relevant experience in Human Resource Management.
- Candidates should have extensive knowledge of Public Service Staff Rules and regulations, labour laws, Public Service Act, Labour Act, Affirmative Action Act as well as HR best practices.

Key competencies

- Strong understanding of the public service HR policies and legal frameworks;
- Ability to work and manage very demanding Directorates;
- Excellent communication and interpersonal skills;
- Knowledge in labour relations and disciplinary procedures; and
- Excellent writing, planning and organisational skills.

Key responsibilities

Strategic direction and organisational alignment

- Understand the organizational key strategic vision and future objectives and align workforce needs to achieve organizational objectives.
- Assist with the executions of the strategic initiatives of the subdivision.
- Monitor and ensure monthly update of the organizational establishment and alignment.

Performance Management System and training and development

- Assist with the development of Performance Agreements of Junior staff/ subordinates and provide guidance on executions of their KPI's.
- Ensure completion of Performance Agreements and quarterly reviews for subordinates and ensure submission to Training Division.
- Determine training needs for the subordinates and liaise with the Training Division to ensure implementation.

Recruitment process and onboarding

- Analyze current workforce needs, forecast future workforce requirements and ensure timeously filling of vacancies for the assigned Directorates.

- Assist with the talent management strategies initiatives (talent retention, training development and succession planning).
- Prepare advertisement of posts in compliance with PSSR requirements.
- Attend to shortlisting, conduct interviews and ensure that all staff movements (appointments, promotions, transfers and exits) are effectively processed.
- Provides induction and orientation to new recruited staff members as well as serving staff members when required.
- Provide new staff with necessary information and create welcoming, informative and supportive experience.
- Handle and supervise recruitment process and ensure procedural compliance.

Labour relations and Employees discipline

- Attend to staff grievances and ensure discipline to assigned Directorates.
- Handle misconduct cases and address labour related matters for the assigned Directorates.
- Assist and advice line management in handling employee discipline and disciplinary processes and labour related issues as directed by CHRP.
- Attend to disciplinary enquiries and ensure appropriate disciplinary actions are implemented effectively.
- Conduct regular staff information sharing sessions on employee discipline and misconduct.

HR Administration and reporting

- Provide advice on the interpretation of HR staff rules and regulations to staff members and line managers and ensure proper application thereof.
- Prepare HR related submissions to various stakeholders.
- Ensure timeously preparation and submission of monthly, quarterly and annual HR reports and statistics e.g. Wage bill reports, Payroll verification reports and Affirmative Action etc.
- Advice staff and management on HR policies and procedures.
- Train, coach and mentor subordinates and provide guidance on performance related matters.
- Organise subdivisinal meetings to review progress and address emerging HR matters.
- Conduct regular HR information sharing sessions with staff members and head of the Directorates.
- Execute any other duties assigned by the Chief HR Practitioner or Deputy Director or any other authorized person.

Enquiries: Ms Johanna Kapembe, Tel: 061-280 5270 or Mrs Elizabeth Ameya-Shonghela at Tel: 061-280 5295.

DIVISION: FINANCE AND BUDGETING

Post Destination	:	Chief Accountant Grade 6
1xPost	:	Windhoek
Salary scale	:	N\$ 354 883- 424 119 per annum
Housing Allowance	:	N\$ 10 512 per annum
Transport Allowance	:	N\$ 17 424 per annum

PSM CIRCULAR NO. F OF 2025, VACANCIES IN THE PUBLIC SERVICE, ADVERTISED 17 JULY 2025, CLOSING DATE 15 AUGUST 2025

To be successful in this role you should have

- An appropriate National Diploma majoring in Accounting and Finance on NQF level 6.
- 6 years proven experience in accounting system and/ or Financial Management.
- Knowledge of the Government accounting system Integrated Financial Management System (IFMS).
- Knowledge of interpretation of financial statements.
- Preference will be given to candidates with proven four (4) years of experience and extensive knowledge in Revenue, Accounts Payable, DSA, Payroll, Accounts Payable, General Ledger and Government accounting systems.
- Senior Accountant position for at least four years.

Key responsibilities

- Assist with Budget formulation and execution;
- Draft Financial submissions to treasury;
- Assist with the preparation of the Ministry annual budget;
- Assist the Deputy Director to manage accounts payable, payroll, DSA as well as the monthly revenue and expenditure of the Ministry;
- Prepare reconciliation of ledger and suspense accounts;
- Submit quarterly reports on budget expenditure to the Deputy Director, Finance and Budgeting;
- Attend to audit queries;
- Ensure compliance with State Finance Act, Treasury Instruction and accounting policies and procedures;
- Provide supporting information for annual audits and liaise with the office of the Auditor General
- Train, coach and mentor staff; and
- Execute any other duties assigned by the Deputy Director: Finance and Budgeting or any other authorized person.

Enquiries: Ms Johanna Kapembe, Tel: 061-280 5270 or Mrs Elizabeth Ameya-Shonghela at Tel: 061-280 5295.

Applicants should note the following:

- Applications should be done on Form 156043, (obtainable at any government office) and must be accompanied by a comprehensive CV, certified copies of educational qualification(s) and Identity Documents.
- Applicants within the Public Service must attach proof of confirmation of probation on their current positions of HRP.
- Applicants with foreign qualifications must attach proof of evaluation of such qualifications from the Namibia Qualifications Authority (NQA).
- Applicants who only partially complete and /or do not sign application forms, or failed to attached all required document(s) will automatically disqualified.
- Candidates with Curriculum Vitae which do not clearly indicate the years of experience and exact type of working experience will not be considered.

- Faxed applications will not be considered.
- Applicants in designated groups are encouraged to apply.

Only Shortlisted candidates will be contacted. No application forms for employment, CVs and other supporting documents shall be returned to the applicants

The application forms must be addressed to:

**The Executive Director,
Ministry of Justice and Labour Relations
Private Bag 13302,
WINDHOEK**

OR hand delivery at:

**Human Resources Office, Ministry of Justice and Labour Relations
Ground Floor, Tala Building (old FNB Building), Independence Avenue.**
