

# VACANCY

## MANAGER: HUMAN CAPITAL [D4]

**CLOSING DATE | TUESDAY, 23 DECEMBER 2025 AT 17H00**

**Reporting to Executive: Human Capital**

**Primary purpose of the position:**

To manage the Human Capital administration, talent management, organisational transformation interventions, organisational development and performance in a manner that supports the achievement of the Authority's objectives.

**Key Performance Areas will include:**

**1. Talent Management and Employee Wellness**

- Facilitates the recruitment of all positions and ensure compliance to policy and regulatory requirements;
- Provides inputs into the development of CRAN's Annual Workforce Plan based on staffing needs assessments;
- Manages the contracting and onboarding interventions;
- Establishes and recommends employee retention strategies;
- Manages the implementation of all wellness programmes, evaluates the effectiveness of interventions and recommend improvement;
- Manages and oversees the Human Capital statistical reports in terms of appointments, probation status, resignations, promotions, to identify trends and recommend improvements;
- Manages and oversees all monthly schedules relating to staff trainings, probation, appointments, resignations, performance and wellness;
- Facilitates and/or undertakes remuneration surveys to guide the reviewing of the Authority's remuneration structure as and when required;
- Assists with the wage negotiation processes by securing mandate, providing updated information and representing the employer as and when required;
- Advises supervisors and management on employee relation matters;
- Manages and recommends solutions for all grievances and complaints, received from employees and supervisors; and
- Engages with the union, management, and employees pertaining to matters of interest and the Labour Act.

**2. Organisational Development**

- Manages the process of reviewing the organisational structure and position profiles to facilitate the achievement of strategic objectives of CRAN;
- Manages all organisational development and job evaluation interventions, always ensuring best practice improvements;
- Manages the implementation of CRAN's approved Performance Management System ensuring timeous planning, monitoring and evaluation by departments;
- Monitors and ensures the timely development and implementation of Performance Agreements, Personal Development Plans (PDPs) for all staff;
- Implements performance rewards as approved and updates supervisor on identified issues;
- Manages the development and maintenance of performance driven and continuous learning culture;
- Coordinates the development and implementation of an Employee Succession Plan that enhance capacity development for business continuity;
- Facilitates skills audits to identify employee training and development needs; and
- Implements and assesses the effectiveness of all training and development initiatives and recommend improvements where necessary.

### 3. Human Resources Administration and Management

- Mentors, coaches and provides on the job training and development opportunities;
- Provides input in the compilation of the annual departmental budget;
- Monitors monthly expenditure and clarifies variances for spending deviations;
- Conducts training workshops on Human Capital interventions; and
- Keeps up to date with developments in area of expertise, technological developments and make recommendation to stimulate innovations internally.

### 4. Compliance and Risk Management

- Monitors operations on a regular basis to ensure that all relevant laws, regulations, and policy frameworks are applied and adhered to;
- Implements appropriate policy frameworks to ensure the compliance with applicable regulations;
- Develops and recommends all divisional management policies in consultation with the supervisor;
- Interprets CRAN's policy framework and recommend relevant policy improvements;
- Develops and ensures the implementation of continuous improvement programmes to increase efficiency; and
- Implements mitigating measures for identified risks as directed and ensure prevention of similar risks.

### 5. Education, Experience and Skill Requirements

- A relevant Degree in Human Resources Management or Business Administration with Human Resource as a major/Organisational Development or Industrial Psychology;
- Five (5) to Six (6) years relevant work experience as HR Generalist covering areas of Human Capital Administration Payroll, HC systems administration, recruitment & selection, employment equity processes and reporting, organisational development, performance management, succession planning, employee wellness and employee relations;
- Two (2) to Three (3) years experience in supervisory position;
- Sage VIP/SAGE People 300 payroll system knowledge;
- A Management Development Programme (MDP) would be an added advantage;
- Strong written and verbal communication skills;
- Excellent human relations skills;
- Valid Code B Driver's Licence; and
- Competent user of MS Office package and other automated operating systems for performance management etc.
- Shortlisted candidates will be required to submit proof of Namibian Police clearance.

**Applicants meeting the above criteria should register their applications including motivation letter, CV, and relevant qualifications at Direct Hire by clicking on the following link:**

<https://cran.mcidirecthire.com/External/CurrentOpportunities>

#### **REMUNERATION PACKAGE:**

CRAN offers a competitive market-related cost to company remuneration package commensurate to relevant experience and qualifications.

**ALL FOREIGN QUALIFICATIONS MUST BE RECOGNISED AND ACCREDITED BY NQA.**

**CRAN IS AN EQUAL OPPORTUNITY EMPLOYER.**

**WOMEN & PERSONS WITH DISABILITIES ARE ENCOURAGED TO APPLY.**