

BE PART OF BUILDING THE FUTURE!



EXTERNAL/INTERNAL VACANCY

TransNamib Holdings Limited (TNHL) is Namibia's national rail operator, responsible for managing and operating the country's rail network. The organization provides freight and passenger rail services, playing a vital role in supporting Namibia's transport infrastructure, economic development, and regional connectivity.

Position: CHIEF OD ANALYST
Centre: Windhoek

Paterson Grading Level: D1
Department: Human Capital

PURPOSE OF THE JOB

To co-ordinate and exercise control over the execution of the company's organizational development functions (i.e., job analysis, job description writing, structural designs, job evaluation and grading) and other organizational development interventions in the company to ensure organizational efficiency and effectiveness.

QUALIFICATIONS, EXPERIENCE AND SKILLS

- Bachelor's degree (NQF Level 7) in Human Resource Management, or a related field.
- Five years' human resources experience of which three years should have been spent in the Organizational Development Section as an OD Analyst.
- A valid Code of Conduct not older than 6 months is required.
- In-depth knowledge and understanding of the Company's operations and interlinks of all line and cross functions, job designs, job analysis, job evaluation and grading processes, and training analysis.
- Analytical skills, training and facilitation skills, job writing skills, good communication skills (written and verbal), personal relations, evaluation, problem solving, change management and computer literacy.
- Innovative, self-starter, assertiveness, persistence and consistency, ability to work with a wide variety of people, independence, and time management.

KEY PERFORMANCE AREAS

- Resource management.
- Coordination and supervision of OD functions.
- Job design, job analysis and job description writing.
- Job evaluation and grading.
- Organizational development interventions and training.
- Administration duties.

APPLICATION PROCEDURES:

All applications meeting the minimum requirements must be accompanied by a non-returnable detailed curriculum vitae, certified copies of qualifications and identification documents (ID). Applications should clearly indicate the position being applied for and should be sent as one PDF attachment. Applications not adhering to these rules will not be considered.

Please forward applications to the email: TNHL.recruitment@transnamib.com.na

Or Hand Deliver to: TransNamib Head Office

Enquiries: Mr. P. Leonard **Tel:** 081 958 2028

Applicants in "Designated Groups" especially women and people with disabilities are encouraged to apply.

NOTE: Only short-listed candidates will be contacted.

CLOSING DATE: Friday, 18 September 2026 ▶ 16H30