



**Namibia Statistics
Agency**

INTERNAL & EXTERNAL VACANCY

The Namibia Statistics Agency (NSA) was established in terms of the Statistics Act No. 9 of 2011. The Agency is mandated, amongst others, to constitute the central statistical authority of the State and to collect, produce, analyse and disseminate official statistics in Namibia.

Position:	Manager: Human Resources
Reporting to:	Executive: Human Resources
Duty station:	Windhoek, Head Office

Job purpose

Implements all Human Resources (HR) policies, procedures, services, roles and functions (except Employee Relations) in accordance with the overall Namibia Statistic Agency's (NSA) high level statements and strategic plan. Responsible for the overall operations of the HR line functions in the NSA. Implements the NSA's strategic planning process under the direction of the Statistician-General (SG) and coordinates the establishment of strategic planning and organizational improvement efforts to align and implement strategic objectives.

Key areas of responsibilities include:

- Plans HR & overall policy development.
- Responsible for compensation, remuneration equity and job design.
- Ensures that the NSA's training and development action plan is aligned to the strategic plan.
- Monitors and oversees the implementation of NSA's performance management system.
- Manages Recruitment and selection function.
- Facilitates talent management and succession planning.
- Oversees employee wellness.
- Staff management.
- Ensures systems efficiency & organisational effectiveness.
- Identifies and implements organisational development initiatives.

Job Requirements:

- Honours Degree, majoring in Human Resources, Industrial Psychology and/or Organisational Development (NQF level 8).
- Registration as a psychometrist is an advantage.
- 10 years' relevant work experience in general human resources management with emphasis on recruitment and selection, human resources capacity building, organisational development, compensation/payroll management and human resources administration.
- Of the above a minimum of 3-4 years should have been in a senior supervisory position in an organisation of similar magnitude and complexity.

Additional Requirements

- Proven people management and technical leadership competencies
- Proven record of maintaining high standard of ethical standard.
- Solution oriented thinking skills.
- Strong service and stewardship orientation.
- Innovative, creative and solution-oriented thinking.
- Recruitment and selection principles and practices
- Sound knowledge of OD and capacity building

Interested candidates may submit their application that includes a detailed CV and certified copies of relevant educational qualifications to the hr@nsa.org.na.

“As per Affirmative Action (Employment) Act, Act 29 of 1998; Namibian Citizens from previously disadvantaged groups will enjoy preferential treatment.” Women and persons living with disability are encouraged to apply.

Only shortlisted candidates will be contacted, and no documents will be returned.

CLOSING DATE: 03 MARCH 2023

DUE DATE: 23 JUNE 2023