

The Organisation

Our client is a donor funded organisation and partner in development in Namibia, working closely with the Ministry of Health and Social Services' (MoHSS) Directorate of Special Programmes (DSP). Our client's goals are to promote activities that increase human capacity for providing HIV/AIDS clinical care in countries and regions that are most significantly impacted by the AIDS epidemic, as well as to support and assist such countries and regions in the development of locally-determined health care worker systems that are optimally resourced, highly responsive, and self-sustaining. In partnership with the MoHSS, and as part of a coordinated effort, our client deploys staff at hospitals and health facilities across the country.

The Region

Windhoek | Khomas

The Position

The position requires an individual who can develop, oversee, direct and support the Human Resources strategic framework for the entire project. The incumbent's success will hinge on the ability to implement appropriate policies, procedures and the unique governance structure that serves to regulate effective control and safeguard employee data and processes. The candidate will proactively ensure that accurate and relevant HR records and staff information systems are maintained. S/he will participate actively in the recruitment and selection process, and ensure that the relevant functional leads and other stakeholders contribute meaningfully towards an effective outcome. S/he will develop a strategy to ensure compliance with the existing performance management processes. S/he will also act as an advisory function on a range of employment and labour issues to ensure legal compliance and adherence to approved policies.

Key focus areas:

Policy Development and Implementation:

- Ensure efficient implementation of HR administration policies, procedures and practices in order to achieve project objectives
- Co-develop and implement internal HR/operational processes and ensure compliance of all statutory requirements is met
- Enforce existing policies and guidelines for all project staff.

Employee Benefits and Remuneration:

- Assist with management of administration, and alignment of approved employee salary scales and benefits packages
- Co-ordinate and perform all administrative functions pertaining to Remote Allowances, Life and Disability Scheme, Medical Aid Scheme and Housing Allowance Scheme etc.
- Ensure all remuneration structures and employment benefits are allocated fairly and consistently across the project.

Contracts Management:

- Manage employee contracts, ensuring that these are constantly updated and/or renewed based on staff performance and availability of donor funding
- Co-manage end of contract arrangements and payments
- Oversee the process of obtaining stakeholder input and manage the issuance of employment contracts to new staff, as well as contract extensions.

Performance Management:

- Ensure all project staff are assessed by their supervisors as per the set guidelines
- Develop and maintain generic job descriptions which include performance standards with correctly allocated grades.

Labour Matters:

- Provide guidance on all grievance and disciplinary matters, analyse discrepancies and provide solutions in consultation with the Legal Department to effectively manage these issues within the legal framework and policies of the organisation
- Ensure that all labour law matters are dealt with promptly and proficiently.

Payroll Administration:

- Participate in the VIP payroll administration function and compensation matters, ensuring that correct payroll input is provided (e.g. timesheets, leave management, pro-rata salaries, promotions and terminations), and that electronic payroll records are kept
- Ensure all staff are registered on Social Security and Medical Aid in a timely manner
- Develop, implement and maintain techniques for improving payroll processes to ensure an accurate and error free system.

Staff Management:

- Establish objectives with the DSP HR team, and guide them in achieving high administrative standards and competence in dealing with all personnel matters
- Monitor training and development interventions for employees on the project.

Reporting:

- Ensure management statistics and reports pertaining to human resources on the project are available on an ad hoc basis/on request.

Occupational Health and Safety:

- Ensure a comprehensive health and safety management system is implemented in line with the organisation's policies and guidelines.

Minimum requirements:

- A degree in Human Resource Management/Social Sciences/Commerce or a related field A post graduate qualification will serve as an advantage
- A minimum of at least 10 years' relevant working experience, of which at least 5 years should be in a senior capacity in a people-centred environment
- Hands-on Human Resources expertise in the following areas are required: HR policy administration, Employee Relations, Performance Management, Resourcing and Recruitment and various Organizational Development interventions
- Extensive knowledge of various HR administrative processes
- Should be fluent in English and able to communicate with internal and external stakeholders in an unambiguous manner (verbal and written)
- Proven knowledge of HR matters including but not limited to payroll legislation, employment equity, grievance and disciplinary cases and contract management
- Good facilitation skills, high energy levels, tenacity and the ability to engage with various stakeholders to resolve problems as they arise
- Namibian Citizenship is preferred.

Competency requirements:

- Conceptual understanding
- Valuing diversity
- Relationship management
- Integrity
- Solutions mind-set
- Planning and Organizing
- Accountability

Interested?

This is a **fixed-term contract** position.

- Closing date for applications is **12 June 2020**
- Please submit your application to admin6@potentia.com.na

Please contact us telephonically on (061) 381 000, if you have not received any acknowledgement within 2 days of your application.

If you are not contacted within 2 weeks of the closing date, please consider your application unsuccessful.

Only electronic versions of CVs will be accepted.

Our client reserves the right not to make any employment offer or appointment.