

Senior Human Resources Practitioner

The Namibian Competition Commission is established in terms of the Competition Act (Act No. 2 of 2003). The Commission is undergoing a fundamental institutional transformation to become a household name in Namibia. The Commission is therefore looking for dynamic, hardworking, proactive and forward-thinking individuals to assist the Commission to achieve its strategic objectives as defined in its Strategic Plan. Persons, regardless of colour, sex, religion or disability status and who meet the below mentioned requirements and attributes are invited to apply for the following positions:

Reporting to the Director: Corporate Services, this is a specialist position requiring a generalist in Human Resources to execute human resources activities in line with procedures to ensure smooth human resource administration in the Commission.

Key Performance Areas

- To develop and manage the Human Resources function within the Commission.
- To recommend policies and procedures in critical areas of Human Capital.
- To institute and support a remuneration system suited to the Commission's specific needs.
- To administer benefit funds via fund administrators.
- To ensure that the Commission's work environment & conditions are favourable from a health/welfare perspective.
- To assist managers and staff alike in interpersonal problem solving or conflict resolution, to provide advice and generally facilitate sound staff relations through appropriate means.
- To institute professional administration, filing, and confidentiality, staff management and meetings/ time utilization.
- To oversee and manage performance management process and offer strategic business initiatives at all levels.
- To handle dispute resolution and manage the grievance process.
- To ensure payroll and associated administration is conducted to standards and that all statutory requirements are met- including AA report.

Key educational & competency requirements:

- Degree or Diploma in Human resources;
- 6 Years general experience of human resources management, of which 2 years should be senior HR Officer or in a more senior/independent HR role at professional level;
- Sound knowledge of labour legislation;
- Disciplinary and grievance handling skills;
- Understanding of human resource procedures and practices in respect to payroll administration, recruitment, training and development, performance management;
- Good task orientation and interpersonal relation skills;
- Conflict handling skills;
- Confidentiality ;
- Ability to work independently, but also in a team;
- Honesty, integrity, reliability;
- Building relationships and support, and
- Computer literate and familiar with all MS Office applications.

Remuneration:

The Commission offers market related remuneration packages commensurate with experience and qualifications.

Interested candidates should forward their resumes in a closed envelop, which should include three contactable references marked, in strictest confidence to:

The Human Resources Officer
Namibian Competition Commission
M Floor, 269 Independence Avenue
PO Box 2104, Windhoek
Tel: (061) 224622

Closing date: 19 November 2018

Applicants who do not receive any response within four weeks after the closing date should accept that their applications were not considered favourably. The Commission regrets it cannot return documents.