

CENTRAL PROCUREMENT BOARD OF NAMIBIA

Job Profile

Job title: Human Resource Practitioner

Duty Station: Central Procurement Board, Windhoek

Commencement date: as soon as possible

Expected duration: Permanent (after six months probationary period)

Level: TBA

About the Central Procurement Board

Central Procurement Board of Namibia (CPBN) in terms of Public Procurement Act, 2015 (Act 15 of 2015) is a juristic person with the principal objects to conduct the bidding process on behalf of public entities for the award of contracts for procurement or disposal of assets that exceed the threshold prescribed for public entities; to enter into contracts for procurement or disposal of assets on its own behalf or on behalf of public entities awarded by the Board; and to direct and supervise accounting officers in managing the implementation of procurement contracts awarded by the Board.

Roles and responsibilities

This position reports into the Human Resource Manager. The incumbent will be assisting with the general human resource functions and provide advice and support to all employee relations issues. This is a hands-on position with high level employee and manager contact requiring independent judgments. Ensure that HR policies and procedures are adhered to.

Specific duties:

He or she will have the following responsibilities and functions:

- To advise, guide and support managers with all matters relating to employee relations
- Effective case management of people related issues such as: disciplinary hearings, performance management, grievances and absence management
- Staff recruitment, selection, and placement-ensure recruitment practices are handled in a manner consistent with Central Procurement Board of Namibia objectives
- Assisting Human Resources Manager in the implementation of the Human Resources objectives
- Training and development
- General administration

Qualifications, Skills and Competencies

- Bachelor's degree in Human Resources; or Diploma in Human Resources Management
- A minimum of 5 years' experience in the human resources role
- IR & Recruitment experience essential
- Experience of professional written and verbal communication and interpersonal skills
- Thorough working knowledge of the Namibian Labour Act
- Excellent organizational skills;
- Proven ability to work under pressure and under tight deadlines;
- Demonstrated ability to maintain confidentiality
- Ability to coordinate multiple projects

CLOSING DATE: 31 AUGUST 2018

ENQUIRIES: HR MANAGER EMAIL: hr@cpb.org.na

**SUBMIT A CV WITH MAXIMUM FIVE (5) PAGES WITH CERTIFIED
QUALIFICATIONS**

**ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED
NO E-MAIL APPLICATIONS WILL BE ACCEPTED**

ADDRESS FOR SUBMISSION:

HAND DELIVERY:
MANDUME PARK
1 TIENART STREET
WINDHOEK

POSTAL ADDRESS:
PO BOX 23650
WINDHOEK

ALL POSITIONS ARE SUBJECTED TO VETTING/SECURITY CLEARANCE