

CENTRAL PROCUREMENT BOARD OF NAMIBIA

Job Profile

Job title: Manager: Human Resources

Duty Station: Central Procurement Board, Windhoek

Commencement date: as soon as possible

Expected duration: Five (5) Year Contract (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 Deputy Administrative Head and is responsible to guide, manage and enhance the overall CPBN human resources by planning, implementing, and evaluating employee relations and human resources policies, programs, and practices.

Specific duties:

He or she will have the following responsibilities and functions:

- Recruiting and staffing;
- Organizational departmental planning;
- Performance management and improvement systems;
- Organization development;
- Employment and compliance with regulatory concerns regarding employees;
- Employee onboarding, development, needs assessment, and training;
- Policy development and documentation;
- Employee relations;
- Organisation employee and community communication;
- Remuneration and benefits administration;
- Employee safety, welfare, wellness, and health;
- Employee services and counselling.
- Development of the Human Resources department.
- Personal ongoing development.
- Formulates and recommends Human Resources policies and objectives for the organisation on any topic associated with employee relations and employee rights.
- Develop and Manage Divisional Operational Budget

- Manage own Performance and Development as well as for Direct Reports
- Perform Customer Relations Related Duties
- General Administration

Qualifications, Skills and Competencies

- Postgraduate qualification in Human Resources, preferably an MBA; Bachelor's degree in Human Resources/Organisational Development;
- A minimum of 10 years' experience in Human Resources of which five (years) should have been served in a supervisory position;
- Active affiliation with appropriate Human Resources networks and organizations and ongoing community involvement, preferred.
- Possess ongoing affiliations with leaders in successful companies and organizations that practice effective Human Resources Management.
- Experience of professional written and verbal communication and interpersonal skills
- Ability to motivate teams to produce quality materials within tight timeframes and simultaneously manage several projects;
- Excellent organisational skills;
- Proven ability to work under pressure and under tight deadlines;
- Be able to think strategically, and prioritize among competing demands;
- Extensive knowledge of office management principles and procedures
- 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 TEINERT STREET
WINDHOEK

POSTAL ADDRESS:
PO BOX 23650
WINDHOEK

ALL POSITIONS ARE SUBJECTED TO VETTING/SECURITY CLEARANCE