

CAREER OPORTUNITY

SENIOR HR PRACTITIONER: OD & WELLNESS

Business Unit: Human Resources
Location: Windhoek
Duration: Permanent after six months' probation

About CPBN:

The Central Procurement Board of Namibia (CPBN) was established as a juristic person by the Public Procurement Act of 2015 (Act No. 15 of 2015) with the mandate 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 the public entities. In pursuing its vision to ethically manage procurement on behalf of Namibian public entities CPBN invites applications from dynamic, self-driven and motivated suitably qualified Namibian citizens to join our team in the above role.

Purpose of the job

To prepare and implement organisational development interventions which include organisational structure reviews, change management, Performance management, training, and development of staff as well as employee wellness in line with CPBN's Human Resources Strategy. The position drafts HR policies and procedures for review and inputs by the Manager: Human Resources and checks to ensure compliance by CPBN staff at all times. Populating the structure with the right people, development and implementation of all human resources policies.

Key accountabilities

- OD annual plans systems/policies development and implementation;
- Organizational Development;
- Change management and surveys;
- Organisational Structure;
- Learning and Development;
- Performance Management;
- Employee Wellness;
- Perform any other functions as directed by the Manager: Human Resources or any other authorised person.

Minimum education

- Bachelor's Degree in Human Resource Management, Organisational Development, or Industrial Psychology (NQF Level 7) or equivalent.

Minimum experience

- A minimum of (4 – 7) years proven human resources experience covering areas such as organisational development, job grading and evaluation, talent management, performance management, employee wellness and HR policy development.

Technical Competencies

- Knowledge of Organizational Development Principles and Practices;
- Understanding of CPBN business;
- Performance Management and related software application;
- Strategy/strategic planning and implementation;
- Management of Employee wellness initiatives;

General Competencies

- Planning, organizing & coordinating Skills;
- Stakeholder Engagement Skills (internal and external);
- Excellent Communication (oral and written) and Problem solving skills;
- Verbal and numeric reasoning

Personal Attributes

- Adaptable, flexible and resilient, able to cope with the pressure of managing the demands of a high volume of work and meeting deadlines;
- People and service centered;
- Result-Driven, Emotional Intelligence, Innovation and Creativity;

Salary package

- An attractive Total Cost to Company salary package negotiable and commensurate with the experience and qualifications is offered.

Address applications to

The Manager: Human Resources: Postal address, PO Box 23650 Central Procurement Board of Namibia, Windhoek.
Hand deliver: Mandume Park, 1 Teinert Street, First Floor, Windhoek.

Enquiries: Mr. E. Simon. Tel: (061) 447700

CLOSING DATE: 12 February 2021

Applicants in "Designated Groups" especially people with disabilities, who are able to perform the required duties are encouraged to apply.

NB: Interested candidates should submit a cover letter, comprehensive CV (5) pages maximum with certified copies of educational qualifications and identity document.

Only shortlisted candidates will be contacted for interviews.

ALL POSITIONS ARE SUBJECTED TO VETTING/SECURITY CLEARANCE