

VACANCIES

1. EXECUTIVE RECRUITMENT

DEPARTMENT: HUMAN CAPITAL & CORPORATE SERVICES

DIVISION: OFFICE OF THE STRATEGIC EXECUTIVE

STRATEGIC EXECUTIVE : HUMAN CAPITAL & CORPORATE SERVICES

(GRADE E2 UPPER)

(online application)

PURPOSE OF THE JOB

The position is responsible for strategic management and operational governance of the Department of Human Capital and Corporate Services; with the mandate of determining and executing the Organisation's Human Capital strategy and ensuring alignment to the Strategic Intent of the City of Windhoek.

KEY PERFORMANCE AREAS:

- Strategic Leadership of the Human Capital and Corporate Services Department;
- Develops and Implements Strategic Human Capital Management Strategies in alignment with the Strategic Plan;
- Directs, develops and ensures effectiveness of the Performance Management System;
- Systematic Identification and Analysis of the Organization's Design and Development of a Workforce Plan;
- Ensure effective risk management and compliance with legislative frameworks and thereby create a conducive labour climate and socio / economic / political environment;
- Ensure a safe, healthy and conducive work environment in accordance with relevant legislation and best practices;
- Deploy organizational development strategies, providing platform for systematic change management and ensuring organizational effectiveness;
- Implement staffing, rewards and recognition strategies which supplement the organizational strategic objectives;
- Design and implementation of an integrated talent driven organizational strategy in alignment with the workforce plan;
- Development and implementation of Protection Services Strategy.

QUALIFICATION REQUIREMENT:

- Bachelor's degree in Human Resources Management or Organisational / Industrial Psychology or equivalent.
- A relevant Master's degree will serve as an added advantage.

EXPERIENCE REQUIREMENT:

Ten (10) years corporate experience of which five (5) years served at management (divisional / functional head) level.

KNOWLEDGE:

Management including strategic, operational & contingency planning, budgeting, project and financial management, administration and reporting. HR expertise: Organizational Development, Talent Management, Succession and Career Path Planning, Remuneration, Learning and Development, Staffing, Performance Management, Occupational Health, Wellness and Safety, Labour Relations, Affirmative Action, Personnel Administration – HR Information Systems.

LEGAL REQUIREMENTS:

Driver's License

2. NON EXECUTIVE RECRUITMENT

DEPARTMENT: ELECTRICITY

DIVISION: SYSTEMS & PROTECTION / INSPECTION

A ENGINEER: INSTALLATION INSPECTIONS, QUALITY OF SUPPLY AND RENEWABLE ENERGY (D2)

B ELECTRICIAN: INSPECTION & POLE CONNECTIONS (C2)

APPLICATION PROCEDURE:

On line applications:

Register CV's electronically, browse jobs and apply, on Council's website, www.cityofwindhoek.org.na (Should you find it difficult to log on to the website, contact the following numbers: (061 290 3671/2001/3032/2616/3657).

It is important to note that only applicants with the required qualifications will be considered for interview. Qualifications obtained from outside Namibia must be evaluated by NQA (Namibia Qualification Authority). Qualifying women and persons with disability are encouraged to apply.

Only shortlisted candidates will be contacted. Please note that original qualifications will be required before interviews are conducted and reference check (job background check) on shortlisted candidates will be done with current supervisors.

Shortlisted candidates will be subjected to further competency assessment and may be required to undergo pre-employment medical examination.

Closing date: 23 December 2022

Advert No: 05/2022

Issued by: Office of the Chief Executive Officer

Corporate Communications, Marketing and Public Participation

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