



nampost®

**Vision: To always be the best at what we do!**

## **Vacancy – Executive: Human Resources**

**Division:** Human Resources

**Department:** Human Resources

**Office:** Windhoek

### **Primary purpose of position**

#### **At Human Resources Executive & Functional Management Level**

To plan, develop, implement and monitor strategies, policies, procedures, and standards relating to the Human Resources Management effectiveness, of NamPost, and develop the capacity at resources, systems and services levels to optimally support HR management, development and administration/control processes, also in the context of progressive deployment of digitisation and the upskilling requirements of the staffing components as is meaningful across NamPost group.

To direct, manage and coordinate all human resources functions, making up the total employment process, optimising HR management support and practices in developmental and progressive ways.

To structure and align HR systems and services in effective ways in order to enable effective support, assign responsibilities clearly and monitor and assess effectiveness.

To develop and implement appropriate operational and corporate level HR measures and indicators that reflect the relative state of HR health within NamPost, preferably against credible benchmarks, and serving proactive analysis and subsequent remedies.

To differentiate HR responsibilities and support versus management HR responsibilities at executive and managerial level and ensure effective complementation that enables optimisation of the human capacity of NamPost.

To advise extensively on effective HR management principles and direct and guide the NamPost work culture (e.g. within the I-ACT principles framework).

#### **At NamPost Executive Committee Level**

To serve as part of NamPost Executive Management in close alignment with support services coordinated by the COO, and in line with the Executive Management Charter.

To develop, prepare and make meaningful inputs into EXCO meeting processes and decisions, provide guidance, proposals and inform decisions with an emphasis on current and future HR considerations (but not limited to this) in the context of NamPost strategy and business plans.

As part of the Executive team, ensure the development, application, and compliance with proper business aligned Governance, controls and enterprise risk management and its implementation across HR responsibilities.

To exercise sapiential & policy derived authority to ensure compliance and to provide guidance and assistance to the COO/CEO and/or the Board of Directors in case of contraventions/non-compliance or unacceptable conduct or actions of Executives.

### **Main Responsibilities**

- Human Resources Strategic Planning, Advisory, Recommendations/Proposals & Innovations Effectiveness.
- HR Policies, Procedures, Governance, Risk & Statutory/Regulatory Compliance Effectiveness (including Contracts and Service Level Agreements).
- Human Resources Plans, Budget(s) and Cost/Benefit Effectiveness (for all HR Functions).
- HR Employment Process & Compensation Administration & Alignment Effectiveness.
- NamPost Performance Management System & Services Effectiveness.
- HR Organisational Development System & related HR Services Effectiveness.
- HR Capacity/Sustainability Development, Talent Management System & Services Effectiveness (Competence Optimisation and Career Progression Support).
- Industrial and Labour Relations System and Services Management Effectiveness.
- Wellness and Health & Safety Management Effectiveness.
- HR Projects Management Effectiveness.
- HR Team/Staff Capacity & Management Effectiveness.
- Executive Level – Engagement & Effectiveness (Relationships Management).

### **Educational and experience requirements**

#### **Educational requirements:**

**Either:** Either: Masters' degree in Human Resources Management NQA level 9 specialisation such as Industrial Psychology and/or Management Science etc.

Or: 4 years HR degree with a Minimum of 4 years working experience in all human resources sub-disciplines of which 4 years should be at Senior level over-and-above the years of experience required.

#### **Experience requirements:**

**7 years relevant human resources** services provision and **management experience**, covering major **HR** areas part of the total employment cycle,

of which **5 years** should have been at a fully-fledged **senior management** level role.

### **Skills and Knowledge requirements**

- Significant level interpersonal and engagement skills; conflict management and resolution skills; analysis and communication skills at functional expertise level (able to get concepts and requirements across to others), but not limited to this.
- Very strong logical reasoning ability, attentive to detail but not detail bound.
- Systematic and able to look at solutions conceptually as well as from a practical and detail implications/consequences perspective, organising, planning and coordination skills, effective team management skills.
- Critical yet constructive monitoring and evaluation towards continuous improvement.
- Sound knowledge of HR best and latest principles and practices, applied in business/corporate environments.
- Strong managerial and organisational management skills. Team building and motivational skills. Collaborative and integrative skills.

### **Other**

Must have a valid Code BE Driver's Licence.

### **Closing Date: 17h00, Friday, 02 July 2021**

This recruitment is managed by Elite Employment. Please apply by visiting the following website <https://eliteemployment.com.na> and uploading your application to the position.

#### **Enquiries:**

Yvonne Le Roux

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Telephone: 061-234151

**Any applications sent to NamPost directly, will NOT be considered. Only shortlisted candidates will be contacted.**

*Note: NamPost is an Equal Opportunity Employer and operates in line with affirmative action guidelines.*