

**OFFICE THE PRIME MINISTER
DEPARTMENT PUBLIC SERVICE MANAGEMENT
DIRECTORATE: BENEFITS AND INDUSTRIAL RELATIONS**

Post Designation	:	Director Grade 3
Number of posts	:	One (1)
Duty Station	:	Windhoek
Salary Scale	:	N\$ 512 809 - 544 196 per annum
Salary Notch	:	N\$ 512 809 per annum
Motor Vehicle Allowance	:	
Capital Cost	:	N\$ 87,202 per annum
Running Cost	:	N\$ 27,273 per annum
Housing Allowance	:	N\$ 81 558 per annum

The Directorate Benefits and Industrial Relations together with the other Directorates in the Department Public Service Management, determines policy for implementation in the OMAs and Regional Councils. It has a strategic role in ensuring that the Public Service is the employer of choice and in so doing enables delivery on the objectives of government in the most efficient and effective way by the remuneration, conditions of employment, and wellness of those it employs.

MINIMUM REQUIREMENTS

A B-Degree in Industrial Relations or Human Resources Management or Public Administration/Management equivalent qualification on NQF Level 7 plus nine (9) years' experience in Human Resource or Industrial Relations.

REQUIRED COMPETENCIES

(i) Managerial competencies: The incumbent must provide strategic direction, managerial guidance, expert advice and informed decision-making for the Directorate to deliver on its mandate of providing policy advice, formulating, drafting, implementation, monitoring and evaluation on conditions of employment, remuneration, service benefits, industrial relations and employee wellness in the Public Service. Competencies include the following:

- **Strategic capability and leadership**
Align operational goals and plans with the strategic objectives of the Directorate and the Office of the Prime Minister.

- **Project and Programme Management**

Develop, implement, evaluate and adjust project, programmes and plans to achieve the desired the desired objectives while ensuring the optimal use of resources.

- **Financial management**

Compile and manage the budget of the Directorate, consider risks and administer Treasury Instructions and general financial practices to ensure achievement of objectives.

- **Change management**

Initiate and support organizational transformation and change to successfully implement new initiatives and deliver on service commitments. Secure buy-in and build commitment for new initiatives.

- **People management and empowerment**

Manage and encourage staff members in the Directorate to optimize outputs and effectively manage relationships in order to achieve the goals of the Directorate. Mentor, promote continuous learning, and build cooperation, loyalty and consensus. Using individuals and the team goals to maximize performance.

(ii) Technical competences: In-depth technical and theoretical knowledge, extensive practical experience and through understanding of the following:

- Remuneration

The theory and practice to pay levels attached to a grading system, incentive schemes, remunerative allowances and payroll administration its development and structuring. It includes salary profiling and benchmarking.

- Service Benefits

The purpose, structuring and functioning of services benefits such as pension, medical, housing, transport etc. and maintenance thereof.

- Industrial relations

Create, promote and maintain sound labour relations by-

- ✓ developing and maintaining an appropriate industrial relations policy and guidelines;
- ✓ designing a negotiation framework including recognition agreements with relevant unions;

- ✓ providing expert advice on issues of negotiations and secretarial services during negotiations;
 - ✓ advising the Prime Minister and Offices/Ministries and Agencies (O/M/As) on labour related matters;
 - ✓ advising O/M/As on issues of misconduct and grievances;
 - ✓ assisting O/M/As by providing expert advice in the investigation of labour related matters; and
 - ✓ assisting O/M/As on the interpretation of the Labour Act, Public Service Act, State Finance Act, Public Service Staff Rules, the International Labour Organisation (ILO) Convention and other relevant Acts and legislative instruments.
- Employee Wellness, HIV and AIDS
Ensure the improvement of the general health and wellbeing of staff members by-
 - ✓ developing and maintaining the Employee Wellness policy;
 - ✓ ensure that each O/M/As and RCs has a Wellness programme.
 - ✓ mainstream the policy into the strategic, operational and annual plans of O/M/As and RCs;
 - ✓ monitor and evaluate the outcomes and impact of the policy; and
 - ✓ coordinate the rollout of the National Strategic Framework (NSF) on HIV and AIDS in the Public Sector.

General

- Liaise vertically and horizontally with a spectrum of stakeholders.
- Thoroughly understand HR policies and practices within the Public Service and outside.
- Promote and entrench research as a fundamental tool in the development of appropriate and sustainable policies and practices.
- Ability to clearly and confidently communicate complex issues of a general nature at all levels in the Public Service.
- Competence in drafting/writing/structuring HR policies that are logical and understandable in approach, content, layout and language.
- Uphold and practice professionalism in conduct and analysis of situations.

Essentials skills

- Inter-personal and communications skills;
- Networking /benchmarking on HR issues;
- Conflict resolution;
- A high level of integrity, honesty, transparency, flexibility and initiative;
- Ability to work under pressure
- Computer literacy, especially MS Excel and MS Word.

Applications must be accompanied by a comprehensive curriculum vitae and certified copies of educational qualifications. Applications (on form 156043) must be addressed to:

By postal or courier to:

The Executive Director
Office of the Prime Minister
Attention: Human Resources Division
Building
Private Bag 13338
Windhoek

OR

Hand deliver to:

The Office of the Prime Minister
Human Resources Division
5th Floor, Dr Theo-Ben Gurirab
Government Offices
Love street, Windhoek

In terms of Affirmative Action Plan, qualifying females and persons with disabilities who meet the prescribed advertised requirements are encouraged to apply. Foreign qualifications must be evaluated by the Namibia Qualification Authority (NQA) and proof of evaluation of qualification should be attached. Applicants in the Public Service must observe to PSM Circular 3 of 2015.

Applicants must be Namibian Citizens.

Enquires: Ms Tuyakula Haipinge Tel: (061) 287 3050
Ms Fiindje Wandjiva Tel: 061 287 2058

Advertisement Date : 16 July 2021
Closing date : 30 July 2021