

DIVISION: GENERAL SERVICES
SECTION: HUMAN RESOURCE

Post Designation : Chief Human Resource Practitioner Grade 6
1x Post : Windhoek
Salary Scale : N\$ 354, 883 – 424,119
Housing Allowance : N\$17,424 per annum
Transport Allowance : N\$10,512 per annum

1. Job Summary

To manage, coordinate, and implement human resource management functions and policy interpretation in alignment with the ECN's strategic objectives and public service regulations. This role ensures efficient HR operations, performance management, compliance, training, and staff welfare in support of the Commission's mandate.

2. Key Responsibilities

Strategic Alignment and Planning

- Ensure alignment of the Subdivision's strategic plan with that of the Commission.
- Determine training needs for the Subdivision and ensure implementation.
- Monitor and update the ECN's establishment and organogram daily.
- Organise Sub-Divisional meetings to review progress and address emerging HR issues.
- Submit HR policy proposals or amendments to the management when necessary.

Performance Management

- Ensure completion of performance agreements and quarterly reviews for subordinates.
- Consolidate and submit quarterly performance reviews of the Commission.
- Counsel staff members and provide guidance on performance-related matters.

Recruitment and Staffing

- Monitor advertisement of posts and ensure that placement (e.g., notice boards, newspapers, circulars) complies with PSSR requirements.
- Ensure that all staff movements (appointments, transfers, promotions, discharges) are properly recorded.
- Handle and supervise the recruitment process including documentation and procedural compliance.

Labour Relations and Discipline

- Attend to staff grievances and maintain discipline across departments.
- Handle misconduct cases, prepare representations, and address labour-related issues.
- Serve on disciplinary inquiries and ensure appropriate disciplinary actions are implemented.
- Provide input into the updating or development of HR policies.

Training and Development

- Ensure that training, induction, and orientation programmes are developed and executed.
- Compile and submit statistics on training and the Annual Training Plan to OPM.
- Conduct regular information-sharing sessions with ECN staff.

HR Administration and Reporting

- Prepare internal memos and HR-related submissions of high standard.
- Ensure quality and timely submission of monthly, quarterly, and annual HR reports and statistics.
- Conduct audits of personal and leave files.
- Maintain and control attendance registers and ensure leave administration (including gratuities upon termination) is properly managed.
- Ensure implementation of salary adjustments and monitor payroll-related matters.
- Conduct and submit annual payroll verification reports to OPM.

Stakeholder Engagement

- Liaise with management, OPM, Government Attorney, GIPF, SSC, and other stakeholders on HR matters.
- Submit proposals on HR matters and policy to the OPM for consideration.
- Coordinate and ensure development, implementation, and reporting on the Affirmative Action (AA) Plan.

3. Qualifications and Experience

- A Bachelor's Degree in Human Resources Management, or a related field at NQF Level 7.
- A minimum of 7 years' relevant experience in Human Resources, preferably in a public sector or electoral environment of which three (3) years must be at the Senior HR practitioner grade 7 or Senior HR Officer.
- Knowledge of Labour laws, Public Service Regulations, and HR best practices.
- A valid driver's license is a must.

4. Key Competencies

- Strong understanding of public service HR policies and legal frameworks
- Excellent communication, negotiation, and interpersonal skills
- Ability to supervise and motivate staff
- Sound judgment in labour relations and disciplinary procedures
- High level of integrity and confidentiality
- Advanced computer literacy
- Strong report writing, planning, and organizational skills

ADDITIONAL REQUIREMENTS

Applications must be accompanied with the following:

- Comprehensive Curriculum Vitae
- Certified copies of the academic qualifications
- Namibian Identify Document (ID)
- Valid Certificate of Conduct
- Declaration indicating whether the applicant has been or is an office-bearer of a political party, active politician had or has a high party political profile.

KEY INFORMATION TO ALL APPLICANTS

An application (on form 156043 obtained at all Government offices) together with a comprehensive curriculum vitae and certified copies of education qualification must be addressed to:

The Chief Electoral and Referenda Officer, Private Bag 13352, Windhoek, or hand delivery at ECN Headquarters, 67-61 Van Rhijn Street, Windhoek North.

Foreign qualifications must be evaluated by the Namibia Qualification Authority (NQA) and proof of evaluation of qualifications should be attached.

Staff members applying for promotional positions must have completed their probation successfully and proof of probation confirmation should be attached.

Failure to complete all items in the application form for employment and not attaching the necessary documents will disqualify the applicant.

Previously disadvantaged and persons with disabilities are encouraged to apply.

Enquiries: Chellen Katjiuanjo 061376230 or Ms. Martha Bostander 061376283.

Closing Date: 11 July 2025