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 Windhoek
 Namibia



Enquiries: Josephat Nghihlekwa, Human Resource Officer

12 November 2021

Dear Applicant

POSITION: HUMAN RESOURCE OFFICER

Thank you for having shown an interest in this position. Attached, please find a detailed job description for the Human Resource Officer and the details of the position is underlined in the Job Description.

VERY IMPORTANT: NO FAX OR EMAIL APPLICATION WILL BE ACCEPTED.

In addition, please note the practical guidelines regarding your application:

Relevant to Interview

1. Please enclose not more than 1 (one) page **a motivation, as a cover letter** specifically highlighting core duties that you think need your experience and reasons why you think you are the excellent candidate for this position.
2. Enclose **a comprehensive CV**. Also attach certified supporting documents and no documents shall be returned. If you are short listed the **original** documentation must be available at the interview.
3. Within your CV, please provide three relevant and traceable references **and their telephone numbers**.
4. Please do attach a copy of your driver's licence. Applications without a copy thereof will **NOT** be considered.
5. Please indicate your present annual remuneration package **(total cost to company)**:
 - Basic salary (monthly x 12 = annual salary)
 - Annual bonus
 - Employers' contribution to pension fund per year
 - Employers' contribution to medical aid fund per year
 - Employers' contribution to social security per year
 - Any other to be considered as part of your total annual cost to company package.
6. If you are short listed, your latest pay slip and proof of the above **must** be available at the interview.
7. Applications must reach the offices of the Namibian Agronomic Board not later than **Tuesday, 30 November 2021 at 17h00**. No late application will be accepted or will be disqualified.
8. If you are **short listed**, you will be notified at the latest on **Friday, 14 January 2022** to be interviewed.
9. If you have not heard from us by **Monday, 17 January 2022** we regret that you have not been short listed.

F.N.

Our Vision: "A world class regulator of a vibrant, diversified & sustainable crop industry"

Board of Directors:

Mr. Michael Iyambo (Chairperson)
 Dr. Marina Muller (Vice-Chairperson)
 Mr. Jason Emvula (Member)
 Ms. Flina Kalundu (Member)

Mr. Tarcisus Shingundu (Member)
 Mr. Hubertus Hamm (Member)
 Ms. Wilhelmina Handunge (Member)

Ms. Ferdina Inkono (Member)
 Mr. Ludie Kolver (Member)
 Mr. Lukas Mbangi (Member)

Mr. Leon Nel (Member)
 Ms. Josephine Fugre (Member)
 Ms. Joyceline kangotue (Member)

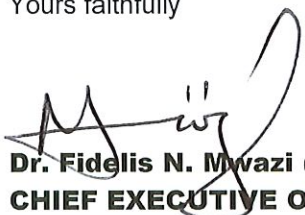
10. Short-listed candidates will also be subjected to a psychometric test.
11. After the interview, latest by **Friday, 28 January 2022** if you have not heard from us, we regret that you were not successful.

APPLICATIONS THAT ARE NOT SUBMITTED AS STIPULATED WILL NOT BE CONSIDERED OR WILL BE DISQUALIFIED.

If you require any further information, please do not hesitate to contact Mr Josephat Nghihelekwa at (061) 379544 or josephat.nghihelekwa@nab.com.na

Wishing you all the best with your application.

Yours faithfully


Dr. Fidelis N. Mwazi (PhD)
CHIEF EXECUTIVE OFFICER

NAMIBIAN AGRONOMIC BOARD OFFICE OF THE CEO
12 NOV 2021
----- SIGNED

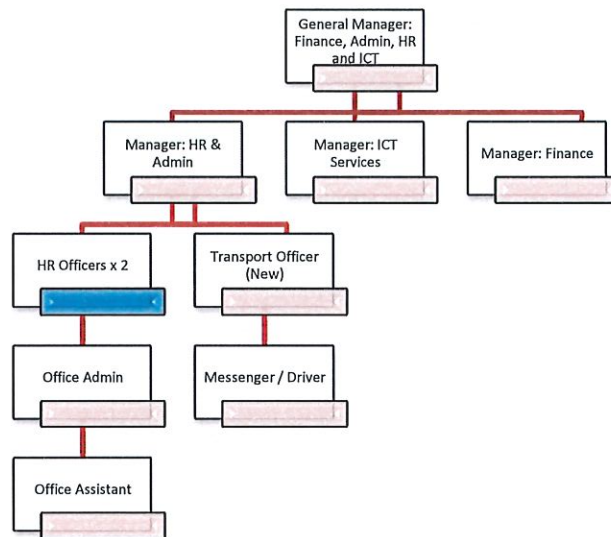
NAMIBIAN
AGRONOMIC BOARD



JOB DESCRIPTION

POSITION TITLE:	Human Resources Officer: OD & Performance Management
REPORTING TO:	Manager: Human Resources & Admin
DEPARTMENT	HR & Administration
SUBORDINATE:	Office Administrator (Receptionist) and Office Assistant
DATE:	August 2021
GRADE:	C3

POSITION IN THE ORGANISATION





JOB DESCRIPTION

Purpose of the position
To assist the Manager Human Resources with the HR function within NAB to optimally achieve attraction, retention & development of staff, as well as efficient administration of HR processes. This entail the implementation and maintenance of operationally effective people management processes, the administration of staff matters concerning remuneration, benefits & records. Furthermore, to provide for general support services within the HR Department at operational level.

Core of job		
Key Performance Areas	Responsibilities / Outputs	Performance Indicators
1. OD Interventions Support (Assists manager in providing OD services ranging from assistance on job descriptions to organizing and support of performance reviews)	<ul style="list-style-type: none"> Assist Line Managers with job description writing of skilled level jobs Assist in organisation of OD interventions (i.t.o. arrangements), e.g. communication presentation or workshops on values Assists with support in performance reviews (preparation, documentation, records, etc.) Maintains records on job descriptions, organization structures, interventions, etc. 	<ul style="list-style-type: none"> i.) Availability (%) ii.) User rating on key criteria (%) iii.) Integrity of OD records (%)
2. Training & Development Coordination Services (To assist in the identification of training needs, drawing up individual development plans and the arrangement of training)	<ul style="list-style-type: none"> Does the administration and record keeping of training plans and training performed at group and individual level Assist managers/supervisors with the incumbent in training needs identification Arranges training for employees as per authorized plans Finds quality training agencies that will effectively address needs Co-ordinates generic training interventions Arrange specific remedial external training for employees whenever required Controls and records study loans and ensure compliance with policy Prepares and submit status reports on training activities 	<ul style="list-style-type: none"> i.) Completeness of TNA (%) ii.) Implementation rate of agreed plans (%) iii.) Rating by users on agreed criteria (%)



JOB DESCRIPTION

<p>3. Manpower Planning Services (incl. Succession & Career Planning) (To institute effective employment and planning processes that enable the attraction and selection of required potential and the retention through further growth opportunities. Also to plan for continuity of HR capacity in line with future needs)</p>	<ul style="list-style-type: none"> • Ties in the HR plans with employment & AA plans so as to manage continuity • Applies or uses selection mechanisms that are based on competency profiles that are well-suited to check for required competencies • Interacts frequently with managers on needs and defines requirements more clearly over time • Guides managers on employment considerations and takes a balanced approach to placement to avoid stop-gap employment practices • Assists to implement career planning and succession plans and institutes succession & promotional planning strategies that are transparent and can be individually driven 	
<p>4. Health, Work Environment & Wellness Assistance Services (To conduct specific agreed interventions and provide support in order to assist staff in health/wellness matters and thus contribute to satisfaction levels)</p>	<ul style="list-style-type: none"> • Institutes specific services via external service providers as agreed with HRM (e.g. financial, emotional and life counseling) • Does audits on working environment and reports back on these • Disseminates information relating to wellness matters to staff • Prepares wellness events, monitors and reports thereon • Refers staff members to counseling services • Attends to complaints concerning health issues • Monitors compliance with statutory health & safety regulations including COVID-19 regulations • Arranges for interventions in this area as agreed with HRM – e.g. health talks 	<p>i.) To agreed programme (%) ii.) Rating by users on agreed criteria (%) iii.) Problem resolution rate (%)</p>

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JOB DESCRIPTION

5. People Management Support Services & Staff Relations (To assist managers and staff alike in interpersonal problem solving or conflict resolution, to provide advice and generally facilitate sound staff relations through appropriate means)	<ul style="list-style-type: none"> • Fosters interpersonal communication and acceptance at all operational levels • Initiates interventions that serve to further an internal service orientation, also furthering open communication • Advises staff and managers on conflict resolution and problem solving in the interpersonal area if needed via experts from outside • Furthers staff attitudes to tackle their own problems as much as possible, while remaining supportive • Facilitates discussion and communication forums that deal with deficiencies and how to address these within the NAB 	i.) Availability of services (%) ii.) Relationship climate rating (%) iii.) Problem resolution rate (%)
6. HR Advisory/ Personnel Admin Services (To provide advice, information and deal with queries from staff and provide support in personnel administration)	<ul style="list-style-type: none"> • Arranges logistics/office & furniture for new employees in conjunction with Admin Officer • Does exit interviews and draft report findings for discussion with Supervisor • Arranges ceremonies such as long service awards, retirements etc. 	i.) Availability (%) ii.) Resolution/completion rate (%) iii.) User rating on key criteria (%)
7. General Administration Support (Assists within the department)	<ul style="list-style-type: none"> • Assists with administration duties within the department that range from typing, to filing, to housekeeping tasks • Assists Supervisor in bottleneck or high workload situations wherever possible • Organise and co-ordinate logistics for Staff meetings and Divisional meetings, as well as minute taking and distribution of minutes. • Type letters, memos, circulars, etc. and dispatch them. • Assist external auditors with HR queries, files and documents as requested during auditing. • File records of all disciplinary hearings and actions properly. • Handling of all employee queries and advising employees on all HR related issues. 	i.) Availability (%) ii.) User rating on key criteria (%)

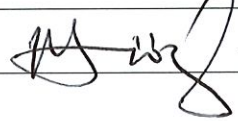
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JOB DESCRIPTION

C. JOB SPECIFICATIONS	
Minimum Educational Qualification	Bachelors degree in the human resources/ sciences, or at least 3 years of tertiary studies in the human or social sciences, preferably an industrial or organisational psychology qualification.
Minimum Experience Required:	Should have at least 3 years general experience of human resources management, of which 2 years should be as an HR Officer in a more professional level.
Special Requirements	<ul style="list-style-type: none"> The Namibian Agronomic Board Act, 20 of 1992 The incumbent should have a good mix of abilities between task orientation and interpersonal/relationship sensitivity. Should be sympathetic to the needs of others, while retaining focus on goal attainment.

OTHER JOB INDICATORS	
General Accountability	Accountable for the professionalism and integrity of HR services and support provided – the tools and processes provided should be purposeful and workable. Furthermore, accountable for the shaping of an operational HR climate as guided by management that reflects the NAB values and taps optimally into the motivation of staff in general.
Resources Utilised & Controlled	Eventually has a total staff of 1 or two staff members.
Delegated Freedom to Act	Is the custodian of the operational people management services within NAB and has a strong impact on shaping the operational climate in this regard. Can make procedural changes within specific policy guidelines.
Pressure of Work / Physical Effort	Work pressures are ranging between moderate and high – e.g. advising on how staff can be retained and dealing with staff issues, while maintaining administrative services. Pressures are mainly at an emotional or personal challenge level. In general pressure is thus normally moderate with significant peaks of high pressure
Working Conditions	Mostly Windhoek based and office bound. Some travelling to view specific projects or visit branches or attend conventions/seminars.
Interaction & Integration	Interactions are at a deeper level in this role than the typical managerial role, in that there should be interpersonal sensitivity and understanding. The incumbent plays a strong internal integrative role within the NAB with an emphasis on operational level support.

Approved by:	DT. FN. MWAZI, CEO, 
Date approved:	
Date Reviewed:	12/11/2021

