

OFFICE OF THE AUDITOR-GENERAL

DIRECTORATE: ADMINISTRATION

DIVISION: HUMAN RESOURCES

Post Designation: Human Resource Practitioner Grade 8

1xPost: Windhoek

- **Salary Scale:** N\$ 250, 767 –N\$ 299, 691
- **Transport Allowance:** N\$ 10, 512 per annum
- **Housing Allowance:** N\$ 17, 424 per annum

Minimum Requirements: A National Diploma in Human Resources Management on NQF Level 6.

Added Advantage: Three (3) years' experience in Human Resource Management field and a Bachelor Honours Degree in Human Resources Management on NQF Level 8.

Key performance areas

- Processing of appointments, pension admissions/withdrawals, social security administration, leave/leave gratuity, housing loan scheme, housing subsidy, allowances, medical aid scheme, progress reports, transfers, translations, secondments, resignations, departmental debts, abscondments, demises, salary increments, cash bonuses, injury on duty, removal of furniture, evaluation of qualifications, retirements, overtime claims, salary adjustments and occupational differentiation.
- Calculation of Housing loan schemes, housing subsidies, allowances, departmental debt, leave gratuities, salary increments, cash bonuses, overtime, salaries and salary adjustments.
- Drive assigned HR work project team from start to completion and ensure adherence to attached time lines.
- Compile statistics on mandatory human resources initiatives and draft reports for submission to stakeholders within specified reporting period.
- Conduct leave audits for staff members and keep leave audit data up to date.
- Deal with Industrial Relations matters which includes representative in Arbitration/Conciliation hearings, handling of grievances, decision making and problem solving/conflict resolution.
- Responsible for employee wellness and safety which includes educating, sharing information and mainstreaming HIV/Aids Programs.

- Carry out activities related to recruitment and selection process in accordance with prescribed policies and procedures.
- Capture and update employment profiles on the HRIMS.

Application procedure:

- Candidates reaching the final stage of selection may undergo a vetting process.
- Shortlisted candidates may be required to undergo Psychometric Test or a Practical Test.

Applications must be addressed to:

**The Deputy Auditor-General
Office of the Auditor-General
Private Bag 13299
Windhoek
Namibia**

OR

Be hand delivered at:

**The Office of the Auditor-General
123 Robert Mugabe Avenue
Windhoek**

Enquiries: Ms. Joolokeni Hamunyela, Tel: 061-2858426 or Ms. Beatrice Mutonga, Tel: 061 2858219