

OFFICE OF THE AUDITOR-GENERAL

DIRECTORATE: ADMINISTRATION DIVISION: HUMAN RESOURCES SUB-SECTION: EMPLOYEE WELLNESS

Post Designation:	Senior Human Resource Practitioner Grade 7
1 x Post:	Windhoek
Salary Scale:	N\$ 291 128-347 926
Housing Allowance:	N\$ 17 424 per annum
Transport Allowance:	N\$ 10 512 per annum

Minimum Requirement

- An appropriate B-Degree qualification at NQF Level 7 in Human Resources Management plus five (5) years appropriate experience on the level of Human Resource Practitioner Grade 8.

Additional Requirements

- Experience in managing employee wellness program will be an added advantage.

Key performance areas:

- Monitoring, observing and evaluating the nature/conduct of staff members to create a conducive work environment where their needs are addressed.
- Responsible for Employee Wellness and Safety, which includes implementation of the employee wellness activities, educating, sharing information and mainstreaming Health Programs as required/planned.
- Carry out activities related to recruitment and selection process in accordance with prescribed policies and procedures.
- Responsible for the interpretation of staff rules and regulations to ensure proper application by staff members in the OAG.
- Provide continuous in-service training, coaching and supervision with a view of empowering subordinates and ensuring a fair distribution and delegation of tasks.
- Identify performance gaps, determine an effective intervention to address them and ensure high productivity in the subdivision.
- Deal with Industrial Relations matters, which includes representative in Arbitration/Conciliation hearings, handling of grievances, decision-making and problem solving/conflict resolution.

APPLICATION PROCEDURE:

- Applicants must be Namibian Citizens
- Candidates reaching the final stage of selection may undergo a vetting process
- Candidates with foreign qualifications must attach their evaluation of qualification from Namibian Qualification Authority (NQA)
- A fully completed application must be made on the prescribed form 156043 and 156093 (obtainable from any Government O/M/A) and should be accompanied by the applicant's- Curriculum vitae with comprehensive details of work related experience and exposure, certified copies of Certificate/s of Service from previous employer/s if any, educational qualifications, good standing letter from professional body and PAAB and identity document
- Applications not complying with the above may be disqualified

Applications for employment must be addressed to:

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

OR

Be hand delivered at:
The Office of the Auditor-General
123 Robert Mugabe Avenue
Windhoek

Any enquiries should be directed to: **Ms. Beatrice Mutonga; [Tel: 061-2858219](tel:061-2858219) or Ms. Joolokeni Hamunyela, [Tel: 061-2858426](tel:061-2858426)**