

## CHIEF HUMAN RESOURCES

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**Reports to:** GM: Corporate Services and Strategy

**Department:** MD Office

**Paterson Job grade:** D4

**Job purpose:**

In conjunction with the GM: Corporate Service and Strategy, develop and execute human resource strategy in support of the overall business plan and strategic direction of the organization, specifically in the areas of succession planning, talent management, change management, performance management, training and development, compensation and policy development.

**Key responsibilities:**

- Establish and implement HR efforts that effectively communicate and support the Corporation's vision and strategic objectives.
- Develop HR plans and strategies to support the achievement of the overall business operations objectives.
- Function as a strategic business advisor to the executive/senior management of each business unit regarding key organizational and management issues.
- Work with the Corporation's executive management to establish a sound plan of management succession that corresponds to the strategy and objectives of the Corporation.
- Develop comprehensive strategic recruiting and retention plans to meet the human capital needs of strategic goals.
- Develop and implement comprehensive compensation and benefits plans that are competitive and cost-effective for the Corporation.
- Provide guidance to the HR function by overseeing talent acquisition, career development, succession planning, retention, training, leadership development, compensation and benefits.

**Knowledge, skills and competencies**

- ***Ethics:*** Is honest, responsible and moral in interactions with colleagues and customers. Demonstrates principles of decent human conduct. Adopts organisational values and is fair to all people regardless of who they are. Adopts job related standards of conduct and professionalism.
- ***Setting Strategy:*** Applies a systematic process of envisioning a desired future for a discipline and translates this vision into broadly defined goals and a sequence of steps to achieve them. Engages others in a strategic vision for the future.
- ***Collaborative:*** Forms partnerships, joins forces or cooperates with others to jointly work towards a shared goal or purpose.
- ***Solution Driven:*** Identifies problems, analyses problems, generates workable solutions and resolves problems according to acceptable business quality standards and so as to minimise workflow disruption.
- ***Communication Skills:*** Exchanges information, news, ideas and views to create shared meaning. Communication occurs between levels, departments and employees.

Uses appropriate methods of communication and transmits clear, professional messages. Checks own understanding.

- **Interpersonal Skills:** Has a set of abilities allowing positive interaction and effective working relationships. Constructively handles disputes and people issues. Has skills in the areas of relationship building, communication, listening, delegating tasks, providing feedback and leadership.
- **Manages Pressure:** Handles work related stress, pressure and difficulties. Bounces back from obstacles and setbacks, ensuring work continuity. Stays optimistic and persistent.
- **Performance driven:** Puts in sufficient effort to meet or exceed business and customer expectations both in terms of delivery and quality. Able to act without being prompted to. Demonstrates a sense of urgency, self-motivation and ownership in work.
- **Analytical:** Systematically examines and evaluates data or information by breaking it into its component parts to uncover their interrelationships so as to establish trends, changes and to identify risks in order to make meaningful business decisions.

**Qualifications and experience:**

- Post graduate Degree in Human Resources/Industrial Psychology
- Senior Management Development (or Middle Management Development) Certificate
- Ten 10 years' experience of which 3 years should have been at Management level.
- Knowledge and understanding of national labour laws and regulations is a prerequisite requirement.
- Only Namibian national/Namibian citizens to apply