

Namibia National Reinsurance Corporation - NAMIBRE

JOB DESCRIPTION FORM

A. ORGANIZATIONAL INFORMATION

1. Job Title :	Manager Human Resources
2. Reporting To :	General Manager: Corporate Affairs and Strategy
3. Department :	Corporate Affairs and Strategy
4. Paterson Grade :	D1
5. Date of Review :	2024

B. PRIMARY PURPOSE OF THIS POSITION

To manage the human resource function of NamibRe, to ensure HR strategic objectives translates into operations and to proactively manage the implementation of relevant and appropriate tactics related to the full human capital value chain.

C. KEY PERFORMANCE AREAS

Human Resource Governance
Recruitment: Attraction and Retention
Organisational Development
Occupational Health and Safety Support
Administration and Support Function

D. JOB SPECIFICATION

Minimum educational requirements :	Bachelor Degree in Human Resource Management or Behavioural Sciences NQF Level 7
Minimum working experience :	Five (5) years' generalist Human Resource Practitioner Experience
Training required to achieve proficiency :	Registered Human Capital Practitioner with IPM Namibia and/or South Africa.
Legal requirements :	Namibian Citizen
Required competencies :	Emotional-, social- and inter-cultural intelligence with unquestionable integrity and work ethics.

E. ORGANIZATIONAL STRUCTURE

Incumbent's Superior (2 Levels)	
Incumbent's Superior (1 Level)	General Manager: Corporate Affairs and Strategy
Incumbent's Job Title	Manager Human Resources
Incumbent's Subordinates (Level 1)	Human Resources Officer
Incumbent's Subordinates (Level 2)	None

F. GENERAL

Working Conditions	:	80% Office Bound 20% external engagement
Degree of Supervision Required	:	Low; High Degree of Independence
Work Pressure	:	High from a tactical execution point of view.
Forward Planning Required	:	Monthly, Quarterly and Annual planning

G. DESCRIPTION OF KEY PERFORMANCE AREAS

KPA	HOW	WHY	WHEN
1. HR Governance	<p>1.1 Develop, review and ensure implementation and compliance to all human resources policies and procedures, including recruitment and selection, remuneration and benefits, training and development, employment equity, performance management, employee relations, <i>inter alia</i>.</p> <p>1.2 Plan, review and ensure that NamibRe is capacitated with competent staff and that a leadership succession is established to ensure business continuity.</p> <p>1.3 Ensure statutory compliance adhered to by monitor submission of statutory returns such as SSC, PAYE to individuals and Ministry of Finance, Tax deductions, Tax Directives and Affirmative Action Report.</p> <p>1.4 Monitor and ensure compliance to all relevant and appropriate legislation as applicable for NamibRe.</p>	<p>Ensure sound HR governance framework.</p> <p>Ensure leadership continuity and professional skills are retained.</p> <p>Ensure financial prudence and compliance to legal requirements.</p> <p>Ensure statutory compliance.</p>	Continuous

	<p>1.5 Report to the GM on disciplinary cases and breach of Disciplinary Code.</p> <p>1.6 Manage and oversee compliance to the recognition agreement and annual wage negotiations.</p> <p>1.7 Identify and ensure that all human resources risks are communicated and mitigated by appropriate actions.</p> <p>1.8 Participate and contribute as required in the annual budgeting, monitoring and control processes.</p> <p>1.9 Ensure HR procurement and expenditure is in terms of relevant policies and procedures.</p> <p>1.10 Maintain prudent financial management controls.</p>	<p>Maintain workplace discipline and harmony.</p> <p>maintain employee relations.</p> <p>mitigate risks associated with people.</p> <p>Ensure availability of funds and optimal control of resources.</p> <p>Ensure compliance to procurement protocols.</p> <p>Maintain Financial Integrity</p>	
2. Recruitment: Attraction and Retention	<p>2.1 Ensure that organisational structure is aligned to strategy and ensure implementation according to finally approved structure.</p> <p>2.2 Develop, review and ensure the implementation, monitoring and control of the Recruitment Policy and Procedure.</p> <p>2.3 Develops, implements and monitors the Employee Engagement and Retention Strategy.</p> <p>2.4 Ensure compliance to Employment Equity legislation and the NamibRe Affirmative Action Plan.</p>	<p>To capacitate the organisation to execute its mandate and strategy.</p> <p>To ensure compliance to the Namibian Labour Act of 2007.</p> <p>To remain an Employer of Choice.</p> <p>Achieve a diverse and equitable workforce.</p>	Continuous
3. Organisational Development	<p>3.1 Develop, review and ensure adherence to all organisational development processes including job design, job analysis, review of job descriptions, job evaluation and job grading, <i>inter alia</i>.</p>	<p>To ensure competitive conditions of employment.</p>	Annually and as required

	<p>3.2 Ensure effective implementation and monitoring of the Performance Management Policy and Procedure.</p> <p>3.3 Manage the review and ensure the development, implementation and continuous management of the Talent Management Strategy.</p> <p>3.4 Manage the Employee Wellness Policy and Procedure.</p> <p>3.5 Manage to ensure the development and management of the Annual Training and Development Strategy and Plan to ensure NamibRe's human capital is strengthened.</p>	<p>To ensure a productive workforce.</p> <p>To attract, retain and develop employees.</p> <p>To ensure a healthy and conducive working milieu.</p> <p>To ensure that employees are capacitated with the competencies required to perform at optimal levels. To support employees with career growth.</p>	
<p>4. Administration and Support Function</p>	<p>4.1 Manage, review and ensure personnel files of all staff members are created and maintained.</p> <p>4.2 Maintains and updates leave balances of staff members by ensuring that staff members complete the leave book as required. Indicates trends to Manager.</p> <p>4.3 Ensure that all loan applications are processed and liaises with Finance in maintaining staff and study loan balances and updates loan balances schedules.</p> <p>4.4 Review, manage and oversee the bursary scheme.</p> <p>4.5 Liaises with Line Managers on the Personal Development Plans to monitor progress and updates to employee files with completed training.</p> <p>4.6 Ensure monthly salary pay slips are distributed and followed up on related queries.</p>	<p>To ensure updated employee records. To ensure accurate leave records are kept.</p> <p>To ensure that staff members have the requisite support in the application process and that all loan balances and correctly updated monthly.</p> <p>To ensure all bursary students' fees are paid and progress is satisfactory.</p> <p>To ensure all developed and agreed upon IDP are implemented.</p> <p>To ensure timely</p>	<p>Ongoing</p>

	<p>4.7 Ensure that REMchannel salary survey programme are maintained, provides periodic reports on salary benchmarking.</p> <p>4.8 Identify and develop staff engagement and team building initiatives of staff members by drafting an annual plan, ensure venues sourced, programs drafted and presenters/facilitators organised and booked accordingly.</p>	<p>correction of any errors on the payroll.</p> <p>To provide benchmarking information when required.</p> <p>To ensure all planned annual staff activities are well organised and implemented.</p>	
5. Occupational Health and Safety Support	<p>5.1 Manage, review and provides support in the implementation of any health and safety within NamibRe by:</p> <p>5.1.1 Identifying health and safety risks within the Corporation and communicating the same to EXCO. Proposes relevant systems or procedures.</p> <p>5.1.2 Assists in compiling and updating health and safety records. Identifies pro-actively issues that need to be addressed.</p> <p>5.2 Act as the Corporation's Health and Safety Officer.</p>	To ensure effective implementation of initiatives and up to date records.	Ongoing

H. DECLARATION

It is hereby acknowledged that his job description is a broad indication of the work the jobholder is required to do. The jobholder may be required to undertake other duties that can be reasonably expected from him/her, particularly when others are absent from work. No job title or job description can be regarded as a precise specification of duties, but should be seen as a guide to main responsibilities.

Job Incumbent: _____
Signature

Date: _____

Supervisor: _____
Signature

Date: _____

2nd Level Superior: _____

Date: _____

Signature

HR, Change and OD Consultant

Date: _____