

# POLYTECHNIC OF NAMIBIA

LEADERSHIP | TECHNOLOGY | ENTREPRENEURSHIP | INNOVATION

## VACANCY

### OFFICE OF THE VICE-RECTOR: ADMINISTRATION & FINANCE

**Contact:** Mr. Khumalo Kapelwa at tel: +264 61 207 2082 or e-mail: [kkapelwa@polytechnic.edu.na](mailto:kkapelwa@polytechnic.edu.na)

#### DEPARTMENT: HUMAN RESOURCES

##### Manager: Human Resources

#### Requirements

A Master's degree in Human Resources Management with six years relevant experience in an HR managerial position. Must possess sound knowledge and experience in human capital management, organisational development and industrial relations; excellent communication skills; experience in HR systems encompassing staff development and training; and a sound knowledge of job grading and evaluation systems. S/he must be computer literate and have good decision-making and analytical skills with experience in building relationships, change management and projects management.

#### Job Description

The incumbent will manage all the HR functions: manage human resources planning system; develop and implement HR policies and systems; develop effective recruitment and selection systems; manage HR development and utilisation; manage financial administration of all staff costs, remuneration and fringe benefits; establish and promote training programmes for staff; develop and implement performance appraisal systems; develop and maintain the personnel grading structure; promote harmonious labour relations. The successful candidate will form part of the Management team and will perform duties as delegated by the Vice-Rector: Administration & Finance or the Rector.

**Only short-listed candidates will be contacted. No documents will be returned.**

**Closing date:** 20 July 2010

**Date of assumption of duties:** As soon as possible

**Fringe benefits:** The Polytechnic offers competitive salaries and the following fringe benefits: \*Pension Fund/Gratuity \*Medical Aid Scheme \*Annual Bonus \*Home-ownership Scheme/Rental Allowance \*General Leave Privileges \*Relocation Expenses.

**Application procedure:** Applications in writing, accompanied by a curriculum vitae, giving full details of work experience and three referees, should be submitted to: The Assistant Manager: Human Resources, Polytechnic of Namibia, Private Bag 13388 or 13 Storch Street, Windhoek, NAMIBIA, fax +26461 207 2444, or e-mail: [hr@polytechnic.edu.na](mailto:hr@polytechnic.edu.na)



Polytechnic of Namibia

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Opportunity awaits ...