



The Namibia Institute of Public Administration and Management (NIPAM) is a state-owned enterprise established by the Namibia Institute of Public Administration and Management Act, 2010, (Act no.10 of 2010). NIPAM's mission is to transform the Public Sector of Namibia into an efficient, effective and accountable system through training, operational research, capacity evaluation, consultancy and strategic partnerships.

VACANCY

POSITION:

MANAGER: HUMAN CAPITAL

The incumbent will report to the Director: Finance and Administration.

PATTERSON	:	GRADE D3
MINIMUM	:	N\$ 463, 916. 00 (Total Employment Cost)
MAXIMUM	:	N\$ 603, 090. 00 (Total Employment Cost)

PRIMARY PURPOSE:

To effectively manage and support the Human Resources function and thus provides an efficient HR service to the whole of NIPAM, as well as to initiate and develop measures towards an employee-oriented, high-performance culture.

KEY PERFORMANCE AREAS:

- Human Capital Policy Management
- Recruitment and Selection
- Remuneration Management and Support Services
- Labour relations
- Training and Development
- Performance Management
- Staff Management
- Personal effectiveness and competency development

EXPERIENCE AND QUALIFICATIONS

Minimum Qualifications and Experience

- Bachelor's Degree in Human Resource Management, Personnel Management, Industrial Psychology or related qualification
- NQF Level 7
- 8 Years relevant experience of which 3 years should be in a managerial position.

NIPAM is an equal opportunity employer and encourages applications from designated groups e.g. women and persons with disabilities, in particular, in terms of the Affirmative Action (Employment) (Act No. 29 of 1998). Applications should include a Curriculum Vitae, Certified copies of qualifications and Identification document or passport. The closing date for applications is 31 March 2022 at 16:00 PM. Applications should be emailed to recruitment@nipam.na