

VACANCY



NAMRA is the semi-autonomous State Revenue Agency established in terms of the Namibia Revenue Agency Act, 2017 (Act No.12 of 2017). The primary mandate of the Revenue Agency is to assess and collect taxes and duties on behalf of the State and administer tax, customs, and excise laws.

Vision:

To be a world class Revenue Agency, serving with passion and positively impacting the livelihoods of every Namibian.

Values:

Integrity, efficiency, diversity, fairness, and agility.

Senior Human Resource Officer D1

Job Title: Senior Human Resource Officer
Direct Supervisor: Manager: Human Resource Management
Job Purpose: To provide technical support in the areas of Human Resources, Talent Acquisition and management, Employee Relations, Administration support, and Performance Management.

Minimum Criteria

Citizenship: Preference shall be given to Namibian citizens.
Integrity: Proof of no criminal record.
Qualifications: A relevant, internationally recognised Bachelor's degree in Human Resource Management (NQF 7)
Minimum Experience: Five (5) years' relevant experience, of which three (3) years are at supervisory level
Professional Registration: Valid Drivers' License.

Key Performance Areas of the position includes:

- Responsible for the execution of HR services in the areas of Compensation and benefits, recruitment, selection, and retention.
- Maintain and update HR Information to ensure that all personnel information is properly & accurately captured, effectively managed, and maintained at all times.
- Assist HR Manager in the review, development, and execution of HR policies & program.
- Coordinate the Job Evaluation/Analysis processes to ensure job are graded according to their worth and responsibilities.
- Assist in the development and implementation of a workable Performance Incentive Scheme.
- Provides support to employees in the interpretation of HR policies and guidelines.
- Responsible for the execution of HR services in the areas of employees' welfare administrations
- Monitor emerging HR trends and propose improvements.
- Conduct employee inductions.
- Coordinate employee development and training programme.
- Continually develop and maintain HR policies and procedures.
- Handle employee grievances and ensure they are thoroughly managed.

For application procedures, visit our website on: www.namra.org.na

Closing date: 25 June 2021

Time: 17h00