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EXTERNAL VACANCY

Namibia Wildlife Resorts Limited (NWR) is a public enterprise established through an Act of Parliament, the Namibia Wildlife Resorts Company Act, 1998 (No. 3 of 1998), with the mandate to manage tourism facilities within the protected areas and national parks.

Job Title: Chief Human Officer

Duty Station: Head Office

Primary Purpose of this Position

The purpose of this job is to oversee the NWR's overall strategic human capital management role and ensure compliance with labour laws. Leads a substantial staff complement, is a key member of senior management, and is responsible for providing a framework for sound human capital management within the organisation and strategic HR leadership.

Requirements

- Master's degree in human resource management or equivalent qualification.
- Sound technical understanding of Human Capital workflow and processes.
- High level of confidence in communication and interpersonal skills
- High level of personal integrity.
- Decision-making Skills.
- Talent Management Skills.
- Knowledge of Labour Legislation, Regulations, Policies and Procedures, and Corporate Governance.
- Performance Management Skills.
- Strategic Planning and Thinking Skills
- Knowledge of Industrial Relations and Human Resource Principles and Practices.
- Business Acumen and Financial Management Skills.
- Relationship Management Skills.
- Flexibility and willingness to occasionally travel
- Valid driver's license

Minimum Experience Required:

10 years of working experience, of which 5 years should be in a senior leadership role.

+264 61 285 7144 Enquiries: Ms Elsa Porfirio @ EPorfirio@nwr.com.na 🌐 www.nwr.com.na ✉ Private Bag 13378, Windhoek, Namibia

Directors: Ambassador H. /Urib (Chairperson), Dr. B.Tjizumaue (Deputy Chairperson),
C. Coetzee, Dr E.Kavita, S. Januarie, Z.Y.Nambahu, I Awene
Dr M. M. Ngwangwama (Managing Director)
E.Porfirio (Company Secretary)

Key Performance Areas

- Participates in the strategic planning and execution process of NWR as a full executive team member.
- Cascades and effectively communicate relevant strategic imperatives to operational levels.
- Provides a holistic view of the current business environment, the future direction, and the initiatives required to migrate to the desired future environment.
- Oversees the development, review, and implementation of all relevant policies, procedures, and protocols.
- Acts as the custodian of NWR's compliance with statutory requirements regarding employment practices.
- Accountable to the Managing Director regarding the overall performance of the Human Capital function.
- Coordinates employee performance management and monitoring throughout the company.
- Develop and maintain a constructive, high-performance work culture.
- Monitors and evaluates the departmental performance against strategic- and operational plans.
- Benchmarks best practices regarding Human Capital Development and customizes the application thereof to the benefit of NWR.
- Develops and ensures implementation and compliance of human resources policies and procedures, including recruitment and selection, remuneration and benefits, training and development, employment equity, performance management, employee relations, *inter alia*.
- Aligns the organisational structure to strategy and ensures implementation according to the finally approved structure.
- Oversees all organisational development processes including job design, job analysis, review of job descriptions, job evaluation, and job grading, *inter alia*.
- Oversees that NWR is capacitated with competent staff and that a leadership pipeline is established to ensure business continuity
- Oversees processes and activities related to employee conditions of service (contracts of employment, working hours and overtime, remuneration, leave, termination of employment).
- Oversees compliance with the recognition agreement and annual wage negotiations.
- Advises and assists executive leadership and the Board in the formulation, implementation, monitoring, evaluation, and review of NWR's strategic planning and talent management process.
- Oversees Strategic Planning and Talent Management sessions are executed according

to best practice strategic management theories.

- Collaborates with CEO and EXCO to enhance effective short-and long-term plans aligned to the corporate business strategy.
- Provides assistance and advice through the department's strong analytical capability and project management focus and provides support and guidance in managing projects, addressing strategic and talent management initiatives and/or opportunities that affect NWR's future Development and long-term sustainability.
- Accounts for prudent financial management of the Human Capital Department.
- Submits annual Department budget to the Managing Director / Board for approval.
- Collaborates with stakeholders, organization officials, or staff members to discuss issues, coordinate activities, or resolve problems.
- Establishes departmental responsibilities and coordinates functions among departments and sites.
- Coordinates with Human Capital staff and other internal professionals to develop strategies for dealing with relevant issues

Additional Information

Preference will be given to Namibian citizens and designated persons as prescribed by the Namibian Affirmative Action Act.

For the application to be valid, a submission must be made within the stated deadline and comprise the following:

- A cover letter, providing a detailed motivation for the position, signed by the applicant.
- An updated detailed curriculum vitae, including at least two (2) professional references.
- Certified copies of the highest academic qualifications attained.
- Foreign qualifications must be evaluated by the Namibian Qualification Authority (NQA) and proof of evaluation of qualification should be attached.
- Certified copies of Identity Documents and all other supporting documents.
- Code of Conduct from the Namibian Police not older than six (6) months.

Shortlisted candidates will be subjected to psychometric testing and all appointments will be vetted in line with NWR Policies.

Scan this code or access the link below to view on-line applications via the recruitment portal.

<https://foresight.visions.com.na/>

In terms of the Affirmative Action (Employment) Act 29 of 1998, people from designated group and persons with disabilities who meet the prescribed advertised requirements are encouraged to apply.

Only short-listed candidates will be contacted, and no documents will be returned to applicants. Applicants can assume that their application was unsuccessful if not contacted for an interview within two (2) months after the closing date.

CLOSING DATE: 25 September 2024 AT 17:00

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