



Applications are invited from suitably qualified candidates for the position of

READVERTISEMENT

HEAD: HUMAN CAPITAL AND OPERATIONS SUPPORT

(5-YEAR FIXED TERM CONTRACT)

Reporting to the Chief Executive Officer, the Head: Human Capital and Operations Support is responsible to lead and direct the Human Capital and Operations Support department and provide strategic direction by reviewing and approving work functions and providing advice thereon to ensure the activities fall within the overall objectives of the Bank.

KEY PERFORMANCE AREAS

STRATEGIC

- Interpret the strategic intent and translate the strategic aims as derived from the Bank's strategic objectives into operational plans and liaise with senior leadership on shared strategic objectives, while offering advice to management.
- Develop and oversee the implementation of the annual departmental implementation plan and manage the parameters of risk on an annual basis.
- Initiate, oversee and monitor the development of Human Resource Management systems, guide and support management and staff in the effective use of these systems.
- Serve as the as Chairperson of the HR Management Committee.

HUMAN CAPITAL MANAGEMENT

- Lead and direct the various HC functions of the Bank, aligning the activities with talent and career management approaches, and equipping management involved in HC decisions to perform this function effectively.
- Review and approve the Bank's payroll administration function, lead the development, refinement and maintenance of an effective HC record and information system and provide regular reports on various aspects of HC to inform decision making.
- Conduct research and ad hoc analyses on organizational trends and provide advice and recommendations based on sound/credible HC information.
- Serve as the Chairperson of the Consultative Employee Forum Committee. Maintain communication and client relations complying with the stakeholder engagement guidelines, the corporate communications plan and the mandate of the Bank.

OPERATIONS SUPPORT MANAGEMENT

- Lead and direct the management of all DBN properties, the effective management of assets and facilities within DBN through staff and service providers ensuring the implementation of asset control measures.
- Lead and direct the maintenance and continuous improvement of the procurement processes of the Bank, including the tender/quotation process.

FINANCIAL

- Lead and direct the annual work plan meeting to devise the departmental budget for approval and monitor and control

the departmental budget spending by evaluating relevant reports and documents received.

HUMAN CAPITAL

- Supervise and review the departmental functions and staffing requirements, engage in decision making, set performance targets and monitor productivity, conduct performance reviews, provide feedback and coaching, address and monitor development needs, maintain clear communication channels and resolve high level queries, problems and conflict situations.

EDUCATION, EXPERIENCE AND SKILLS

- An Honours degree (NQF level 8) in Human Resource Management/Industrial Psychology from an NQA recognized tertiary institution.
- At least 10 years' experience as an HR Generalist, of which 4 years should be on Senior Management or Executive level.
- Strategic perspective in decision making.
- High degree of organizational awareness.
- Excellent ability to collaborate and to build relationships.
- Resilience and the ability to make sound decisions.
- Robust ability to solve problems and to troubleshoot.
- Interpersonal sensitivity and intercultural intelligence

Applications will only be accepted from Namibian citizens.

The closing date for applications is Monday, 6 March 2023.

The Development Bank of Namibia is an equal opportunity employer and complies with Affirmative Action Legislation. Persons from previously disadvantaged groups meeting the requirements are encouraged to apply.

The DBN offers market related remuneration packages commensurate with experience and qualifications.

Interested candidates should forward their resumes, which should include three contactable references, in strictest confidence to:

The Principal Consultant: careers@twahangana.com

Applications will be treated in strictest confidence.

Applicants who do not receive any response within three weeks after the closing date must accept that their applications were not considered favourably. The Bank regrets that it cannot return documents.

Any applications sent to DBN directly will NOT be considered.



**Development
Bank of Namibia**

Expect more.