

MANAGEMENT CARDE

MINISTRY OF LABOUR, INDUSTRIAL RELATIONS AND EMPLOYMENT CREATION OFFICE OF THE LABOUR COMMISSIONER DIVISION: CONCILIATION AND ARBITRATION

Post Designation	:	Deputy Director Grade 4
1x Post	:	Windhoek
Salary Scale	:	N\$492,567- N\$517, 836
Motor Vehicle Allowance	:	N\$102,701 (Capital and Running costs) per annum
Housing Benefit	:	N\$68,188 per annum

Minimum Requirements: An appropriate B-Degree on NQF Level 7 plus a minimum of nine (9) years of appropriate experience plus appointment by the Minister responsible for Labour as Conciliator in terms of Section 82(1) and as Arbitrator in terms of Section 85(3) of the Labour Act, 2007 (Act No.11 of 2007).

Additional Requirements: Appropriate qualifications required are from the following disciplines; LLB, Industrial Relations or Human Resources Management with bias in Labour Law and the Law of Evidence. Proven experience in resolving labour disputes adds an advantage. Computer literacy and a valid driver's license are mandatory. Candidate reaching the final stage of selection must be prepared to undergo a vetting process.

Applicants should note the following:

- Candidacy is not limited to Public Servants only and preference will be given to Namibian Nationals.
- Women and persons living with disabilities are encouraged to apply.
- Applicants within the Public Service **must attach proof of confirmation of probation** to their application for employment and those outside the Public Service must attach **testimonial (s) / certificate of service** from former and current employers in respect of work experience.
- **All foreign qualifications must be submitted with an evaluation of qualification from the Namibia Qualification Authority (NQA).**
- **Failure to complete all items on the application form for employment and not attaching the required documents will disqualify the application. Any parts of the application form that do not apply to you please indicate as such by writing N/A.**
- Please take note that only shortlisted candidates will be contacted and no personal documents will be returned.
- Application form for employment 156043 and Health questionnaire form 156094 (obtainable at all Government Offices) together with a comprehensive curriculum vitae and original certified copies of educational qualifications as well as academic records, identity documents and certificate of service or testimonials (if any) must be addressed to:

**The Executive Director
Ministry of Labour, Industrial Relations and Employment Creation
Private Bag 19005
Khomasdal
32 Mercedes Street
Windhoek**

OR hand-delivered at:

**The Ministry of Labour, Industrial Relations and Employment Creation
Khomasdal
32 Mercedes Street, Human Resource Office**

Enquiries: Ms. Kyllikki Sihlahla or Mr. Simon Amupolo Tel: 061- 206 6800/Tel: 061-206 604
