



The Namibian Standards Institution (NSI) was established in terms of the Standards Act, 2005 (Act No. 18 of 2005). The primary role of the NSI is to promote Standardisation and Quality Assurance in industry, commerce and the public sector in Namibia, with the aim of improving product quality, industrial efficiency and productivity, and to promote trade, so as to achieve optimum benefits for Namibia.

The following vacancy exists in the NSI

Manager: Human Resources

Job Grading:
Paterson D3

Primary purpose of position:

To direct and coordinate all human resources strategies, policies and procedures, and to provide advice to management on all human resources services. To manage NSI's organisational interventions and human resources projects.

Educational requirement:

Four (4) year Bachelor's Degree in Human Resources Management.
NQF level 7
Senior Management Development Program (SMDP)

Experience requirement:

Six (6) years working experience in the field of human resource management of which 3 years should have been in a managerial capacity.
Driver's license Code B, minimum two (2) years driving experience.

Skills & knowledge requirement:

Human resource management systems
Interpersonal skills
Labour Act
Conflict handling
Policies & Procedures design
Negotiation
HR design
Interviewing
Personnel practices
People management

Namibian Standards Council (NSC) members

Mr. Paul Natangwe Kalenga, Chairperson | Ms. Matilda Kahimbi Jankie-Shakwa, Vice Chairperson
Mr. Vincent Nowaseb, Member | Mr. Thaddeus Eli-Megameno Shigwedha, Member | Mr. Lloyd Londt, Member | Ms. Monica Nehemia, Member
Dr. Eino Mvula, CEO (Member, Ex-Officio) | Mr. Mukua Kaune, Acting Legal Advisor and Company Secretary

Key Performance Area

Health and Safety Regulations and Policies Procedures
Human Resource Capacity Building
HR Administration
Recruitment and Selection
HR Management Information
Industrial Relations
Workplace Wellness Program and Staff Supervision

Applications should include a Curriculum Vitae, certified copies of qualifications, academic transcripts, certified copy of identification document or passport and driver's license.

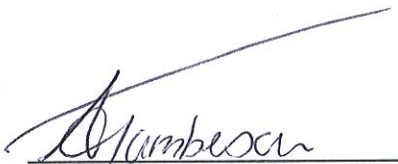
The NSI is an equal opportunity employer and encourages applications from the designated groups e.g. women and persons with disabilities, in particular, in terms of the Affirmative Action (Employment) Act No. 29 of 1998)

Applicants not meeting the criteria need not to apply. Only shortlisted candidates will be contacted.

Emailed and faxed applications will not be accepted

The closing date for applications is 15 December 2023. Applications should be addressed to the General Manager of Corporate Communications, Marketing and Human Resources.

All applications should be hand delivered to NSI Head Office, 37 Feld Street, Ausspannplatz, Windhoek.



Ms. Abena Tambrescu

General Manager: Corporate Communications, Marketing and Human Resources

Namibian Standards Institution

2023 -11- 29

**GM: Corporate Communications,
Marketing & Human Resources**