



Municipality of Swakopmund

VACANCY

Applications are hereby invited from Namibian citizens, for appointment in the following vacancy:

HUMAN CAPITAL PRACTITIONER

Remuneration & Benefits: Paterson Band: C3 N\$282 931.00 per annum (UPDATED)

Market related salary package, Medical Aid, Pension Fund, Housing Allowance/Subsidy, Transport allowance, 35 m³ free water per month and 20 annual leave days and 12 gratuity leave days per annum.

Purpose of job: Responsible to provide services relating to the full Human Capital value chain in respect of employment/placement, talent management, training and development, relevant support processes associated with accurate, confidential, and professional advisory services.

Key Performance Areas: Recruitment and Selection; Control all matters regarding ESS and PayDay System; Co-ordinate and process all matters regarding both Pension Funds; Process Housing Subsidy Applications; Employee Benefits; Co-ordinate the Job Evaluation Process; Affirmative Action and Records, Reports and Administration.

Requirements:

- Applicants should have Grade 12 (pass mark of 20 points over 5 subjects which must include an E symbol in English),
- National Diploma in Industrial Relations/Psychology or Human Resource Management
- Four (4) years working experience in a Human Capital position of which 2 years must be in a recruitment & selection environment.
- A valid Code B driver's licence (***driving duties does not form part of the core duties – therefore, the successful candidate will be subjected to a competency driver's test after the interview***)

Contact person: Ms M Niemand (Tel no: 4104225) or Ms M Bahr (Tel no: 4104221)

Applicants should complete Council's prescribed application form which can be obtained from our website (<http://www.swkmun.com.na>), together with **certified** documentary evidence to show the compliance with the requirements stipulated for the position; the nature, scope and period of previous positions held, and the work experience gained; and all material facts should accompany the application form. Complete application forms should be directed to the Human Capital Manager, P O Box 53, Swakopmund or placed in the **GREEN APPLICATION BOX** on or before **Friday, 15 March 2024 @ 11:00**.

Only shortlisted candidates will be contacted.

NO E-MAILED APPLICATIONS WILL BE ACCEPTED

THE MUNICIPALITY OF SWAKOPMUND IS AN EQUAL OPPORTUNITY EMPLOYER

Notice no: 02/2024.03.15

**ALFEUS BENJAMIN
CHIEF EXECUTIVE OFFICER
A BENJAMIN**