



## CAREER OPPORTUNITY

# SENIOR HC PRACTITIONER: OD & WELLNESS

**Business Unit: Human Resources**  
**Location: Windhoek**  
**Duration: Permanent after six months' probation**

### About CPBN:

The Central Procurement Board of Namibia (CPBN) was established through an Act of parliament of 2015 (Act no. 15 of 2015) as amended with the following objectives:

- To conduct the bidding process on behalf of public entities for the award of contracts for procurement or disposal of assets that exceed the threshold prescribed for public entities;
- To enter into contracts for procurement or disposal of assets on its own behalf or on behalf of public entities awarded by the Board as contemplated in paragraph (a); and
- To direct and supervise accounting officers in managing the implementation of procurement contracts awarded by the Board.

### Purpose of the job

To design and implement organizational development interventions which include organizational structure reviews, change management, Performance management, training and development of staff as well as employee wellness in line with CPBN's Human Resources Strategy..

### Key accountabilities

- Design and implement various Organisational Development and design interventions in line with the departmental Annual Plans, policies and procedures.
- Plan and implement Job Analysis, Job description review/development and Job evaluation interventions.
- Implement Change Management practices and coordinate various employee engagement surveys to assess employee experience and design relevant interventions accordingly.
- Perform a Training needs assessment, career advancement path and coordinate relevant Training and Development programmes.
- Develop and facilitate Occupational Health and Safety programmes and practices.
- Facilitate the Performance Management system (PMS) process in accordance with the annual PMS cycle.
- Design and implement a comprehensive Employee Wellness programme in accordance with the annual Wellness calendar.
- Implement Talent Management strategies for talent retention, training, and development.

### Minimum education

- An Honours Degree (NQF 8) in Human Resource Development, Organizational Development or Industrial Psychology or equivalent qualification
- A relevant Master's degree will be an added advantage.

### Minimum experience

- A minimum of five (5) years human resources experience covering areas such as organizational development, job evaluation, talent management, employee wellness, HR development.
- Proven track record of designing and implementing OD interventions in a corporate setting.
- Certifications in Talent Management, Balanced Scorecard or Performance Management will be an added advantage.

### Technical Competencies

- Knowledge of Organizational Development Principles and Practices;
- Understanding of CPBN business;
- Performance Management and related software application;
- Strategy/strategic planning and implementation;
- Management of Employee wellness initiatives;

### Competencies

- In depth knowledge of OD systems, policies, processes and procedures •Business acumen •Change Management principles •Persuasion skills
- Process & Project Management Skills •Analytical and Results-driven •People and Service-Oriented •Advanced Communication and Interpersonal skills
- Presentation and Facilitation skills •Emotional intelligence •Detail oriented •Confidentiality and ethical conduct •Integrity •Cultural Diversity & Sensitivity
- Planning and prioritization •Problem solving and decision making •Professionalism & Maturity •Creativity & Innovation

### Salary package

- An attractive Total Cost to Company salary package negotiable and commensurate with the experience and qualifications is offered.

### Address applications to

The Manager: Human Capital: Postal address, PO box 23650 Central Procurement Board of Namibia, Windhoek.  
Hand deliver: 8161 Julius Nyerere Street, Southern Industrial, Windhoek.

Enquiries: Mr. E. Simon. Tel: (061) 447700

### CLOSING DATE: 22 September 2023

Applicants in "Designated Groups" especially people with disabilities, who are able to perform the required duties are encouraged to apply.

Interested candidates should submit a cover letter, comprehensive CV (5) pages maximum with certified copies of educational qualifications and identity document. No late applications will be accepted. Only shortlisted candidates will be contacted for interviews.

Note: CPBN is an Equal Opportunity Employer and operates in line with Affirmative Action guidelines.

**ALL POSITIONS ARE SUBJECTED TO VETTING/SECURITY CLEARANCE**