

## MINISTRY OF SPORT, YOUTH AND NATIONAL SERVICE

### DIRECTORATE: GENERAL SERVICES SUBDIVISION: HUMAN RESOURCES SECTION: INDUSTRIAL RELATIONS AND STATISTICS

<b>Post Designation</b>	:	Senior Human Resource Practitioner Grade 7
<b>1x post</b>	:	Windhoek
<b>Salary Scale</b>	:	N\$277, 264 – N\$331, 358
<b>Housing Allowance</b>	:	N\$14, 520.00 per annum
<b>Transport Allowance</b>	:	N\$ 8, 760.00 per annum

**Minimum requirements:** A National Diploma or equivalent qualification at NQF Level 6 majoring in Human Resources Management plus five (5) years of experience in Industrial Relations, Performance Management System, HR Statistics and compilation of Affirmative Action Reports of which four (4) years should be at a level of a Senior Human Resources Practitioner Grade 7. **Certificate of service/ testimonial(s) from former and current employers in respect of work experience as well as a two (2) year old driver's licence are pre-requisite.**

**Additional requirements:** Preference will be given to applicants in possession of Bachelor or equivalent qualification at NQF Level 7 majoring in Human Resources Management.

**Enquiries:** Mr Twekulineekela MM Haiduwa: Tel. 061- 270 6109/ Ms Tuyenikelao P Fabianus: Tel. 061- 270 6100

**Applicants must be Namibian citizens. Application on Form 156043, obtainable from all Government offices, must be accompanied by comprehensive curriculum vitae, original certified copies of educational qualifications, ID and Testimonial. All foreign qualifications must be accompanied by the Namibian Qualification Authority (NQA) evaluation. Confirmation of probation letter must accompany the application form. Failure to complete all items on the application form for employment and not attaching all the required documents will automatically disqualify the applicant. Women and persons with disabilities who meet the appointment requirements are encouraged to apply. Only shortlisted candidates will be contacted and no application forms and documents will be returned. Emailed and/or faxed applications will not be accepted.**

**Address:**

**The Executive Director  
Ministry of Sport, Youth and National Service  
Private Bag 13391  
WINDHOEK**

**Or Hand deliver at:**

**Human Resources Office  
Ministry of Sport, Youth and National Service  
Government Offices Park  
Ministry of Education Building  
2<sup>nd</sup> Floor, Room 201, West Wing  
WINDHOEK**