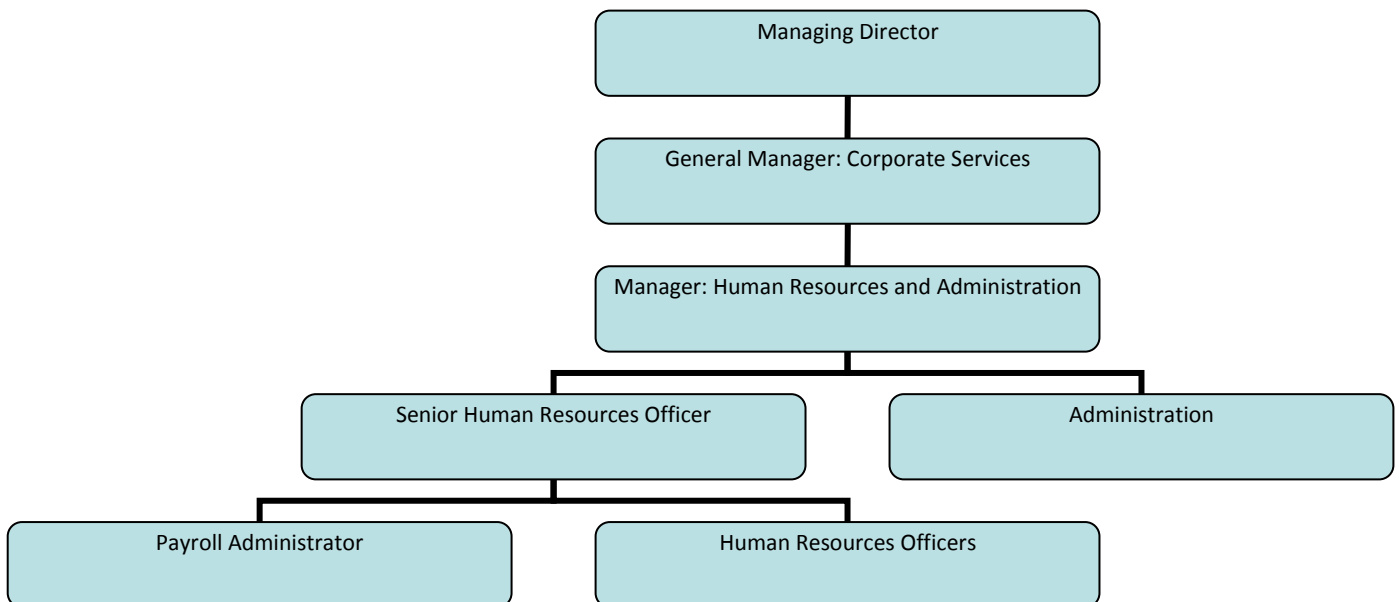




JOB DESCRIPTION

POSITION TITLE	Manager: Human Resources & Administration
REPORTING TO	General Manager: HR, Administration & Finance
DEPARTMENT	HR, Administration & Finance
SUBORDINATE	Snr HR, HRO, Payroll & Administration Officer
DATE	March 2023
GRADE	D2



POSITION IN THE ORGANISATION

Purpose of the Position	
This Position	The Manager HR and Administration manages the overall human resources and administrative functions of AMTA to ensure operational efficiency, to add value to the goals of the Agency and to align HR and administrative strategies to the business strategic issues in the Agency (e.g. policies, procedures, systems, processes) to contribute to the achievement of the Agency's vision, mission and strategic objectives.

PERFORMANCE SPECIFICATION

Key Performance Areas	Key Tasks
1. Strategic HR Effectiveness	<p>1.1 Co-ordinates the formulation and implementation of AMTA's human resource strategies and policy in support of the Agency's business strategy and objectives by:</p> <p>1.1.1 interpreting corporate management strategies and directives</p> <p>1.1.2 formulating and aligning human resources strategies and policies to that of the Agency and group strategies, policies, taking into account the statutory legislation, regulations and financial implications.</p> <p>1.1.3 acting as a resource to the executive committee and other levels of management in respect of the implementation and interpretation of the approved human resources policies</p> <p>1.2 Monitors the application of the company's human resources strategy and policy to ensure correct interpretation and consistent practice in terms of group personnel philosophy, statutory legislation, and regulations.</p> <p>1.3 Assesses the impact and implications of new HR developments on AMTA's human resources and business strategies.</p> <p>1.4 Chairs and serves as a member of various committees, including AMTA's ExCo committee.</p> <p>1.5 Sets departmental standards of performance and monitors the achievement thereof.</p> <p>1.6 Diagnoses the organisational culture and recommends strategies aligned with the Company's visions, values, and business goals.</p> <p>1.7 Prepares management of change strategy and co-ordinates and manages its implementation.</p>
2. HR Competency Builder Effectiveness	<p>2.1 Co-ordinates the compilation of HR development strategy and objectives by ensuring that such activities are appropriate to meeting AMTA's present and future trained manpower requirements and business strategies.</p> <p>2.2 Formulates and manages implementation of performance management systems to optimise the performance base pay practices and the development of skills and competencies to support both AMTA's business strategies and employee aspirations.</p> <p>2.3 Manages the development and implementation of cross-functional training to promote the required competency at all levels in the company.</p> <p>2.4 Ensures that the policy related to AMTA's job evaluation system is adhered to according to the divisional policy.</p>
3. Managing Labour Relations	<p>3.1 Manages the industrial relations function to ensure that AMTA's IR policy, collective labour agreements and industrial relations structures comply with the business strategy, relevant statutory legislation and Agency's IR strategies.</p> <p>3.2 Co-ordinates the pursuit of sound industrial relations by monitoring and advising on IR strategies and practices that are related to collective labour agreements, discipline and grievance handling, communication and consultation.</p> <p>3.3 Implements strategies to build mutual trust, co-operation and the resolution of conflict between the company and its employees</p> <p>3.4 Monitors adherence to substantive and procedural agreements concluded between AMTA and union and advises on appropriate remedial action where breaches of such agreements occur.</p> <p>3.5 Negotiates with the union and consults on various issues of common interest, on behalf of AMTA, giving due attention to the terms of reference set by principals and the implications of potential settlements on AMTA's operations.</p> <p>3.6 Monitors and evaluates developments in the changes in the environment or legislation and internal/external industrial relations climate, evaluates their implications to the business strategy, and advises management on appropriate strategies.</p> <p>3.7 Interprets overall corporate image policy and recommends guidelines for approval and implementation.</p>
4. HR Service Provider Effectiveness	<p>4.1 Develops strategies and sets guidelines and objectives for the HR services function by incorporating strategic plans of the department and AMTA as a whole.</p> <p>4.2 Reviews existing, and develops HR administration services and ensures that appropriate systems and processes are implemented to meet the changing circumstances and contribute to the accomplishment of AMTA's overall objectives.</p> <p>4.3 Manages the application of the company remuneration system and ensures that sound practices and procedures exist.</p> <p>4.4 Manages the process of acquisition and retention of the quality talents to meet the planned needs of AMTA.</p> <p>4.5 Manages the development and implementation of Employment Equity programmes and career path planning systems.</p> <p>4.6 Ensures that capacity-building strategy is benchmarked against best practices, that standards are set accordingly and that plans are implemented to meet and/or exceed standards.</p>

5. Innovation	<p>5.1 Improves the effectiveness and contribution of HR processes and systems to support the Agency's strategic goals by:</p> <p>5.1.1 identifying and implementing world class / best practices;</p> <p>5.1.2 continuously examining the appropriateness of existing HR systems and practices against the possibility of improved efficiency, and implementing changes as required;</p> <p>5.1.3 analysing HR / productivity indicators and implementing action for improved productivity,</p> <p>5.1.4 analysing trends and implementing action to ensure optimal HR operational performance standards.</p> <p>5.2 Monitors new developments in the human resources field through the medium of various publications, government directives and consultation with external agencies.</p>
6. Administration	<p>6.1 Contributes in the design and development of the asset management system.</p> <p>6.2 Ensures that all assets are insured and damages to assets are claimed on time.</p> <p>6.3 Ensures that all assets are barcoded and recorded in the asset register.</p> <p>6.4 Performs physical asset verification and prepares reports.</p> <p>6.5 Establishes the asset management capability of the organisation</p> <p>6.6 Monitors and reviews the capturing of all physical assets in the physical asset management register.</p> <p>6.7 Monitors and reviews the allocation of assets in accordance with the relevant policy and procedures</p> <p>6.8 Manages the determination of the asset allocation according to policy and procedure of the organisation.</p> <p>6.9 Manages capturing of asset information on the inventory list.</p> <p>6.10 Makes follow up on missing assets to ensure that they are accounted for.</p> <p>6.11 Manages the performance of asset verification according to prescribed periods.</p> <p>6.12 Compiles reports on the state of assets.</p> <p>6.13 Ensures compliance with supply chain management policies.</p> <p>6.14 Manages the disposal processes</p> <p>6.15 Follows asset management procedure for all assets delivered as per policy and procedure.</p> <p>6.16 Updated asset registers at all times.</p> <p>6.17 Manages the transfer of inter divisional assets.</p> <p>6.18 Manages the improvement of operational controls as reported on by Internal Audit.</p>

POSITION SPECIFICATION FOR POSITION

Minimum Educational Requirements	
Qualifications & Subjects	A Bachelor's degree in Human Resources Management or related field from an accredited university
Minimum Years of Experience Required	
Type of Experience:	<ol style="list-style-type: none"> 1. At least seven (7) years' experience in HR of which five (5) should be in a supervisory position. 2. A strong HR generalist background. 3. Experience working with senior levels of management, policy makers, executives, and senior managers to achieve established goals and lasting results. 4. Experience of managing teams with a range of capabilities 5. Proven ability to mentor, motivate, and work as part of a team. 6. Demonstrated compensation / benefits / human resources information system (HRIS) knowledge. 7. Strong leadership skills. 8. Experience in change management, and organizational development will be an added advantage 9. Experience in general administrative functionalities.

KEY PERFORMANCE AREAS

1. Strategic HR Input
2. Develop HR Policies and procedures
3. Departmental Budget
4. Affirmative Action
5. Employee Wellness
6. Training & Development
7. Industrial Relations
8. HR Manpower Planning
9. Organizational Development
10. General Administration
11. Competitive performance based compensation system.
12. HR development plans—creation and acceptance of plans.
13. Preferred employer attraction and retention.
14. Improve performance and moral of people.
15. Create an organisational climate supporting innovation.

KNOWLEDGE, SKILLS & ABILITIES

Knowledge	<ol style="list-style-type: none"> 1. Knowledge of the principles, methods and techniques of Government Personnel Rules and Regulations, Local Authorities Act and the Labour Act 2. Knowledge of administering employee benefit and payroll programs to include automated procedures and methods. 3. Knowledge of monthly, quarterly and annual reporting requirements for employee benefit programs to include quarterly reports for unemployment and annual reports for social security or Equal Employment Opportunity Commission. 4. Knowledge of retirement, health, leave, deferred compensation, worker's compensation and other employee benefit plans or programs. 5. Interviewing techniques as needed to conduct interviews of potential applicants, conduct investigations of complaints and accidents, and guide managers and supervisors in interviewing potential applicants. 6. The AMTA HR Rules, regulations, policies, procedures and Namibian Labour Law. 7. The AMTA HR Rules and Regulations to include recruitment, selection, organizational development and work force planning. 8. Training program development techniques as needed to create general and specialized training programs. 9. Training methods, facilitation techniques, instructional methods, and program delivery mechanisms as needed to provide training to staff. 10. Budgeting and accounting practices related to benefits as needed to ensure that benefits are properly administered. 11. Occupational injury and illness prevention programs as needed to develop strong, efficient programs for The AMTA. 12. Technology to support HR activities as needed to ensure that necessary data is captured and maintained. <p>Job analysis and job description methods as needed to assist the Personnel Department in the development of job descriptions, selection procedures, et</p>
Skills & Abilities	<ol style="list-style-type: none"> 1. Ability to communicate orally to include breaking down technical information, logical ordering of information, being

	<p>clear and concise, as needed as needed to explain employee benefits to employees, discuss employment problems with department head and other personnel specialists and provide training.</p> <ol style="list-style-type: none"> 2. Ability to read and interpret text such as HR rules, government legislation such as the Labour Law, HR policies, contracts, and specifications as needed to provide information to others, counsel employees about their benefits, and maintain current knowledge about local, state and federal laws and regulations related to employment benefits. 3. Ability to bring others together and try to reconcile differences as needed to resolve complaints and employee/supervisor disagreements. 4. Ability to identify complex problems and review related information to develop and evaluate options and implement solutions as needed to resolve personnel related problems. 5. Ability to teach others in regards to policies, laws, procedures, etc. as needed to ensure that employees, supervisors, and managers learn those things that are necessary for effective and efficient performance. 6. Ability to establish effective working relationships with people from a variety of social and economic backgrounds. 7. Ability to perceive the reactions of others and understand why they react the way that they do in order to anticipate reactions to new or changed policies and programs
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OFFICE/FIELD WORK	
Office work	80% Office Work
Field work	20% Field work

DEGREE OF SUPERVISION AND WORK CLASSIFICATION

Pressure	Medium to High. Errors are immediately measureable where incorrect procedures regarding HR have been ignored. Decisions are mainly about managing the human resources aspects of the organization.
Degree of supervision	The incumbent is expected to operate independently, initiating operational action steps where required and within the mandate of the organization.
Forward planning	Weekly to quarterly planning. Annual strategic planning is also required. This position is under the general direction of the General Manager and could supervise a large staff of professional, technical, and clerical employees.
Duties of this position include	Developing, planning, and implementing goals, objectives, and strategic plans for the Human Resources & OD Department overseeing budget preparation, presenting justification for budget requests and supplemental budget requests, and monitoring budget expenditures for operational efficiency. Also responsible for planning for existing and future

Incumbent Name	Date

Supervisor Name	Date

Manager Name	Date

<i>Job Description Disclaimer:</i>	<i>The statements included in this document are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skills required of all personnel so classified</i>
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