



VACANCY

Human Capital Specialist

(Windhoek, Namibia)

ABOUT THE NCRST:

The National Commission on Research, Science and Technology (NCRST) is a Public Enterprise established in terms of section 4 of the Research, Science and Technology Act, 2004 (Act no. 23 of 2004), as amended, with a primary mandate of promotion, coordination, and development of Research, Science, Technology and Innovation in Namibia.

SUITABLY QUALIFIED CANDIDATES ARE INVITED TO SUBMIT THEIR APPLICATIONS TO BE CONSIDERED FOR THE APPOINTMENT AS A MEMBER OF THE NCRST BOARD COMMITTEE: HUMAN RESOURCES AND REMUNERATION COMMITTEE

POSITION: HUMAN CAPITAL SPECIALIST MEMBER TO THE HUMAN RESOURCES AND REMUNERATION COMMITTEE (HRC)

JOB PURPOSE:

To fulfil the duties and responsibilities as a Committee Member on the Human Resource and Remuneration Committee of the NCRST Board of Commissioners.

KEY PERFORMANCE AREAS:

- Advise and recommend to the Board of Commissioners on job evaluations and job grading for the new recommended structure.
- Advise and recommend to the Board of Commissioners on the reviewed/recommended remuneration scales/ notches in relation to the Public Enterprises' compensation/ remuneration philosophy, structure, tiers and scales.

MINIMUM EDUCATIONAL QUALIFICATIONS AND EXPERIENCE:

- Subject-matter expert in Human Capital Management;
- Master's in strategic human resources;
- Minimum ten (10) years' relevant working experience;
- Remuneration expertise in respect of Public Enterprises philosophy's, policies and structure scales;
- Expertise in job evaluation and job grading;

- Experience in the administration of Public Enterprises and Boards will be an added advantage;
- Expertise in research, science and technology structures would be an added advantage;

CONDITIONS OF EMPLOYMENT:

- The successful applicant will be a co-opted member of the Human Resources and Remuneration Committee (HRC);
- The Board of Commissioners are expected to regulate and discharge all its responsibilities as contained in the Board of Commissioners Charter, as well as the Terms of References (ToR's) of the Human Resources and Remuneration Committee and the NamCode which together, set out the appropriate and formal ToR's. The Committee meets a minimum of four (4) times per year;
- The successful candidate's term of service will run concurrently with the current term of the Board of Commissioners;
- The successful applicant will be remunerated for attendance of meetings according to the Gazetted *Directives In Relation to Remuneration Levels For Chief Executive Officers And Senior Managers Of State-owned Enterprises And Annual Fees And Sitting Allowances For Board Members*.

Applications:

- Applications must be accompanied by three (3) reference letters, an updated curriculum vitae and no longer than three (3) month-old certified supporting documents and qualifications;

Applications must be submitted as follows:

- Via email: Lacs@ncrst.na
- Please note that only shortlisted candidates will be contacted, and no documents will be returned.
- Only emailed applications will be accepted.

Applications and inquiries may be directed to:

- The Legal Advice & Company Secretariat Unit: Tel: +264 (61) 431 7077

CLOSING DATE OF APPLICATIONS: Monday, 26 July 2024 at 17h00

Previously disadvantaged candidates are strongly encouraged to apply.

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