

EXTERNAL VACANCY
**HUMAN CAPITAL PRACTITIONER: OD & PERFORMANCE MANAGEMENT &
TRAINING (PJG C4)**

The Business and Intellectual Property Authority (BIPA) is a regulator established by virtue of BIPA Act No. 8 of 2016 to facilitate and promote the efficient and effective registrations of business and intellectual property in Namibia. BIPA is an equal opportunity employer and invites competent & suitably qualified candidates to apply for the following position:

Duty Station	WINDHOEK
Primary Purpose	To ensure an organizational environment that supports the business strategy and operational plans, through strategic organizational development, strategic performance Management and management change.
Minimum Qualifications and Experience	<ul style="list-style-type: none"> •A Bachelor's Degree in Human Resource or Industrial psychology (NQF Level 7), plus •Five (5) years specialist level organisational Development, Training and Performance Management experience in the industry. •Registration as a Psychometrist or Psychological Counsellor advantageous •Driver Licence Code B
Key Responsibilities	<ul style="list-style-type: none"> • Develop policies related to staff retention, recognition and rewards, change management, succession planning and training and development. • Assist the Manager to implements the OD, PM, Training Policies and Procedures, in compliance with the Namibian labour legislation. • Facilitates and conduct job evaluation processes. • Facilitates the process of competency-based job profiling to establish the specific requirements of the individual positions and derive training needs. • Manages and monitors the implementation process of the performance management system at all levels within BIPA. • Provides the management with OD services in coaching, counselling, recognizing top performers. • Promotes bursary and understudy progression. • Tests reliable measures for recruitment, promotion and screening. • Measures what trainee has learned. • Collates annual training needs for BIPA. • Recommends changes where necessary to improve organisational performance and controls.
Competencies/Skills	<ul style="list-style-type: none"> • Relevant Legislation •MS Office •Performance Management •Organise and Prioritize •Decision Making •Emotionally Mature •Details Oriented •Stress Tolerance •Initiative •Integrity •Research and Information processing •Approachable •Impartiality •Pressure Handling

Detailed Curriculum Vitae, cover letter plus certified supporting documents should be hand-delivered at the BIPA Offices, PZN Building, 3 Ruhr Street, Northern Industry Area / P O Box 185 Windhoek. Only shortlisted candidates with relevant supporting documents attached to their application will be contacted for interviews.

NO FAXED OR EMAILED APPLICATIONS WILL BE ACCEPTED

NB: Non-Namibian qualifications must be evaluated by NQA.

Enquiries: Human Capital Practitioner @ 061-2994400

Closing date for all applications is **25 September 2020**

