

## OFFICE OF THE AUDITOR-GENERAL

### DIRECTORATE: ADMINISTRATION

### DIVISION: HUMAN RESOURCES

### SUB-DIVISION: LEARNING AND DEVELOPMENT

<b>Post Designation</b>	:	Chief Learning and Development Officer Grade 6
<b>1xPost</b>	:	Windhoek
<b>Salary Scale</b>	:	N\$ 354, 883 - N\$ 424, 119
<b>Housing Allowance</b>	:	N\$ 17, 424 per annum
<b>Transport Allowance</b>	:	N\$ 10, 512 per annum

**Minimum Requirement:** A B-Degree in Human Resources Management/ Organizational Development or related field at NQF Level 7 plus six (6) years of appropriate experience in the field of Learning and Development.

#### **Key performance areas:**

- Overall supervision of subordinates which includes controlling, guiding, monitoring, checking and verifying of work/activities of the subdivision.
- Formulate the Training and Development Policy in conjunction with the Training Committee in line with the Training Policy of the Public Service of Namibia.
- Develop and implement the Annual Training and Development Plan
- Conducting of Training and Needs Analysis (TNA)
- Facilitate and present training courses on areas of specific expertise as well as trainings of administrative/general nature, e.g. Induction, supervisory/leadership training, communication skills, customer care training, etc.
- Provide career guidance/counselling services to staff members who wish to advance their career as necessary.
- Ensure the effective implementation of internship program

#### **APPLICATION PROCEDURE:**

- Applicants must be Namibian Citizens.
- Candidates with foreign qualifications must attach their evaluation of qualification from Namibian Qualification Authority (NQA).
- A fully completed application must be made on the prescribed form 156043 and 156093 (obtainable from any Government O/M/A) and should be accompanied by the applicant's- Curriculum vitae with comprehensive details of work related experience and exposure, Certified copies of Certificate/s of Service from previous employer/s if any, Educational qualifications, Academic records, Identity document.
- Applicants from the Public Service applying for promotion post must attach certified copy of confirmation of probation to the current post.
- Applications not complying with the above may be disqualified.
- Shortlisted candidates may be required to undergo Psychometric Test