



nampost®

Vision: To always be the best at what we do!

VACANCY – HR Officer: Training & OD

Division: Training & Organisational Development (x1)

Department: Human Resources

Office: Windhoek

Primary purpose of position

To conduct and coordinate training and other related interventions and to provide continuous support to the organisational development functions.

Main Responsibilities

- Training & Development needs analysis.
- Development of training materials for training courses.
- Training budget.
- Conducting of training.
- Co-ordination of training interventions.
- Organisational development interventions & projects.

Educational and experience requirements

Bachelor's degree in human resources management / Industrial Psychology.

Three (3) years relevant experience in training and organisational development.

Skills and Knowledge requirements

- Presentation Skills.
- Excellent command of English.
- Knowledge of Research techniques.
- Knowledge of training material development.
- Basic knowledge of the labour act.
- Ability to work independently.
- Ability to work under pressure and meet deadlines.

Personality requirements

- Assertiveness
- Sound interpersonal skills

Other: Valide Code B Drivers License

Closing Date: 29 September 2023

Candidates who comply with the above criteria and competency areas should register on our **HR Recruitment Portal** on our website (www.nampost.com.na).

The documents that need to be uploaded Cover letter, certified copies of relevant qualifications together with a detailed curriculum vitae. Applicants who do not receive any response within three (3) weeks after the closing date must accept that their applications were not considered favourably.

Note: NamPost is an Equal Opportunity Employer and operates in line with affirmative action guidelines.