



WELWITCHIA UNIVERSITY

WHERE EVERYONE IS AN ACHIEVER

Welwitchia University is inviting qualified candidates to apply for a position below.

EXTERNAL VACANCY

Position: Organisational Development Officer

Duty Station: Windhoek City Campus

PRIMARY PURPOSE OF THE POSITION

- The Organizational Development Officer will be responsible for the Talent Management framework and overall OD.
- Coordinate the learning and development initiatives.
- Ensure that the institution's HR policies, systems, and procedures are regularly reviewed and implemented.
- Assist the Senior Human Resources Officer in the development and review of the HR Policies, Processes and Guidelines.
- Facilitating change management efforts, including communications and training.
- Analyzing data and creating reports to identify trends and opportunities for improvement.
- Reports to the Senior Human Resources Officer.

MINIMUM REQUIREMENTS

- Bachelor's Degree in Human Resource Management/ Organizational Psychology/ Organizational; Development or Industrial Psychology.
- Minimum of five (5) years of experience in a similar role.
- Demonstrated experience in OD interventions.
- Strong knowledge of employment legislation and regulations.
- Excellent interpersonal and communication skills.
- Strong organizational and time management skills.
- Ability to work independently and as part of a team.
- Driver's license is compulsory.

Persons from the designated groups in terms of the Affirmative Action Act, Act 29 of 1998 are encouraged to apply. All foreign qualifications must be evaluated by the NQA. View the full detailed vacancies advertisement on our website: www.welwitchia.com.na and on NIEIS: <https://nieis.namibiaatwork.gov.na/my-listings/Job>

Only shortlisted candidates will be contacted. Applications must be submitted in writing, accompanied by a Curriculum Vitae, giving full details of work experience and proof of qualifications and sent to: hr@welwitchia.com.na No late applications will be accepted.

Closing date for applications: 24 September 2024