

# VACANCY



The Namibia Financial Institutions Supervisory Authority (“NAMFISA; the Authority”) is an independent institution established by virtue of Act No. 3 of 2001 to regulate and supervise financial institutions in Namibia as mandated by various acts of Parliament. NAMFISA is an equal opportunity employer and invites competent & suitably qualified candidates to apply for the following position:

## CHANGE MANAGEMENT SPECIALIST DIVISION: HUMAN RESOURCES

### THE POSITION REPORTS TO THE GENERAL MANAGER: HUMAN RESOURCES

#### JOB PURPOSE:

The purpose of this position is to create and implement change management strategies that maximize employee adoption and utilisation and minimize resistance, to drive employee engagement, coaching and mentoring program, as well as the design of jobs and organisational structure. This position plays a key role in ensuring projects (change initiatives) meet objectives on time and on budget by increasing employee adoption and utilisation by focusing on the people side of change.

#### KEY ACCOUNTABILITIES:

- Develop and monitor organizational change management strategy
- Create actionable deliverables for the various change management aspects: communications, sponsor roadmap, coaching, training, and resistance management.
- Complete change management assessments including surveys.
- Support change management at the organizational level, Enterprise Change Management
- Provides change management consultation on all organisational projects.
- Review and maintain knowledge management policy and associated guidelines
- Produce reports on change management issues emanating from project activities
- Liaise with management to Develop annual employee engagement
- Monitor implementation and report to change management committee
- Facilitate employees professional coaching services in line with the framework
- Facilitate the development of job descriptions
- Lead the periodic job descriptions reviews
- Lead the performance management process maintenance, improvement and management
- Lead the procedures of defining performance agreements and conducting performance reviews.
- Take responsibility of defining, mapping and documenting all processes and procedures for areas under responsibility

#### QUALIFICATIONS AND EXPERIENCE:

- Postgraduate qualification in Social Sciences, Human Resources, Organizational or Industrial Psychology, or related.
- 5-7 years of relevant experience
- Must have a change management certification.
- Experience with large-scale organizational change efforts will be an added advantage.

#### KNOWLEDGE OF:

- HR Operating Model
- Change management principles, methodologies and tools.
- Human Behaviour theories
- Organizational design principles
- Labour legislation – Labour Act
- Organisational policies and procedures
- Basic project management approaches, tools and lifecycle.
- Employee engagement principles
- Coaching & Mentoring Methodologies
- Knowledge Management principles

#### SKILLS:

- Strategic direction
- Business planning
- Governance, risk management, compliance and information/knowledge management
- Quality assurance
- Continuous improvement
- Project management
- Stakeholder engagement
- Organisational design
- Workforce planning and organisational effectiveness
- Performance management
- Succession and career management
- Employee engagement
- Change management and communication
- Employee wellness and inclusion

**REMUNERATION:**

NAMFISA offers a market-related total cost to company package based on work experience and qualifications. The package includes retirement and medical aid benefits.

We encourage energetic, dynamic and results-driven team players to forward their applications to:

**Vacancies**

Human Resources Manager, P. O. Box 21250, Windhoek

OR

Hand deliver to:

Upper Ground Floor, 51 – 55 Werner List Street, Gutenberg Plaza

OR

E-mail to: [hr@namfisa.com.na](mailto:hr@namfisa.com.na)

Persons with disabilities may apply via the above channels, or via the National Disability Council of Namibia as follows:

Ms. M. Katjinamunene – [maqdelena.katjinamunene@mgepesw.gov.na](mailto:maqdelena.katjinamunene@mgepesw.gov.na)

OR

Ms. M. Ndengu – [maria.ndengu@mgepesw.gov.na](mailto:maria.ndengu@mgepesw.gov.na)

**Deadline for applications: Friday, 02 August 2024**

As per Affirmative Action (Employment) Act, Act 29 of 1998, Namibian Citizens from disadvantaged groups and persons with disabilities will receive preferential treatment and are encouraged to apply.

Please note that certified copies of qualifications and identification documents should be attached to your application. Only short-listed candidates will be contacted and no documents will be returned.

No faxed applications will be accepted.

NAMFISA reserves the right not to make an appointment in this position.