



## WE ARE HIRING

### Office of the Deputy Vice-Chancellor: Finance and Operations

Department of Human Capital

#### Manager: Talent Acquisition and Remuneration

##### Requirements

A B.Hons degree (NQF Level 8) in Human Resources, Industrial Psychology or related qualification with at least eight years (8) of experience in recruitment and remuneration of which three (3) years should be at a supervisory level in a medium-sized organisation. A Master's degree (NQF level 9) in any of the above fields will be an advantage. Sound knowledge of all relevant legislation. Exceptional work ethics and excellent english communication (oral and written), interpersonal, problem-solving, management and customer service skills. Proficiency in all Microsoft Office applications as well as recruitment software. Proactive and able to adapt to a changing working environment. Ability to efficiently multitask and pay attention to detail.

##### Job Description

Develop and implement strategies and best practices for recruitment, retention and remuneration; oversee the remuneration and benefit administration function of the University; develop and align workforce development plans to the University's strategic plan; compile the annual Affirmative Action Plan and ensure compliance with the affirmative action reporting requirements. Partake in salary and benefits surveys to ensure competitive market-related remuneration packages. Manage the Job evaluation and grading of posts. Liaise with relevant service providers regarding new products/information/services; manage the recruitment and remuneration budget and assist in the development of relevant HR policies and procedures.

**Contact: Ms Theophilia Shilongo**  
T: +264 612072080  
E: [ttshilongo@nust.na](mailto:ttshilongo@nust.na)

#### EMPLOYEE VALUE PROPOSITION



Compensation



Career and Personal Growth



Work and Environment



Rewards and Recognition



Benefits

Join NUST to advance your career and shape Namibia's future in a supportive and nurturing community of learning.

#### Closing Date:

**23 FEBRUARY 2024**

The normal retirement age is 65 years.

NUST, an equal opportunity employer, invites qualified persons to submit their applications in writing, accompanied by a cover letter, a detailed Curriculum Vitae, proof of qualifications as well as the names and full contact details (including e-mail addresses) of at least three credible work-related referees to:

Private Bag 13388, 13 Jackson Kaujeua Street, Windhoek, NAMIBIA.

Applications may be emailed to [recruitment@nust.na](mailto:recruitment@nust.na) On e-mail applications, please enter the title of the position in the subject line. All foreign qualifications must be validated by the NQA. Only shortlisted candidates will be contacted. No documents will be returned.