



Namibia Statistics
Agency

EXTERNAL VACANCY

The Namibia Statistics Agency (NSA) was established in terms of the Statistics Act No. 9 of 2011. The Agency is mandated, amongst others, to constitute the central statistical authority of the State and to collect, produce, analyze, and disseminate official statistics in Namibia.

Position:	OD & Wellness Officer (fixed term contract until 31 March 2027)
Reporting to:	OD Specialist & Strategy Coordination Employee Relations & Wellness Specialist
Duty station:	NSA Head Office, Windhoek

► Job Purpose:

The incumbent will support the implementation of organisational development and employee wellness initiatives aimed at enhancing organisational effectiveness, employee performance, employee engagement, and overall well-being. The incumbent assists in the implementation of performance management, learning and development, talent management, employee engagement, organisational culture, change management, and wellness programme in support of the Agency's strategic and operational objectives. The position further contributes to fostering a healthy, productive, and high-performing work environment through the coordination of wellness initiatives, employee assistance programmes, health promotion activities, and organisational development interventions.

► Key responsibilities include:

- Coordinate the implementation of employee wellness programmes, initiatives, campaigns, and events aimed at promoting employee well-being, work-life balance, and a healthy workplace culture.
- Support employee engagement and employee satisfaction initiatives
- Provide organisational data and reports to identify opportunities for organisational improvement and enhanced effectiveness.
- Coordinate the activities of the Training and Development Committee, including scheduling meetings, preparing documentation, maintaining records, and submitting reports to the immediate supervisor.
- Coordinate and provide administrative support in the implementation and integration of the Performance Management System across the Agency.
- Provide administrative and operational support in the implementation of talent management and succession planning initiatives across the Agency.
- Compile and consolidate organisational climate, employee engagement, and culture assessment information and prepare draft reports for submission to the immediate supervisor to support organisational improvement initiatives.

► Educational Qualifications and Job Experience Requirements:

- A bachelor's degree (NQF: 7) in Human Resources or Industrial Psychology. An Honours degree will be an advantage.
- 3-years related work experience in organizational development and wellness best practices.
- Training or certification in Employee Assistance Programmes (EAP), counselling, wellness coaching, occupational health and safety will be an added advantage.

► **Specific competencies:**

- In-depth understanding of the Namibian Qualifications Framework and National Training Authority systems and processes.
- Knowledge of Namibian Labour Act will be an added advantage
- Knowledge of performance management planning and monitoring.
- Knowledge of training and development systems.
- Experience in talent management and succession planning.
- Knowledge of generally accepted Operational Development principles and practices.
- Able to do competency profiling.
- Experience in organisational climate and culture assessment
- Knowledge of wellness programme.
- Good knowledge of Namibian Labour legislation.
- Supervision principles and practices.
- Budget control procedures.
- Microsoft Office Suite – Intermediate

Interested candidates may submit their application which includes a detailed CV and certified copies of relevant educational qualifications on the NSA e-recruitment platform through NSA website. All qualifications obtained outside Namibia must be evaluated by the Namibia Qualification Authority.

“As per Affirmative Action (Employment) Act, Act 29 of 1998; Namibian Citizens from previously disadvantaged groups will enjoy preferential treatment.”

Only short-listed candidates will be contacted, and no documents will be returned.

DUE DATE: 26 JUNE 2026