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## **Namibia** **Southern Africa Human Capacity Development Coalition (SAHCD)** **Terms of Reference**

**Position:** HRH/Human Resource Advisor  
**Location:** Windhoek, Namibia MGECW  
**Supervisor:** Chief of Party, Intrahealth International, Pretoria, South Africa.  
**Period of Performance:** from February 1 to December 31, 2010

### **Background:**

The Southern Africa Human Capacity Development (SAHCD) Coalition is an Associate Cooperative Agreement issued by USAID. SAHCD is implemented through a partnership among IntraHealth International (designated the Lead Partner), Management Sciences for Health (MSH), the Training Resources Group (TRG), the Foundation for Professional Development (FPD), the Council of Health Service Accreditation of Southern Africa (COHSASA), and the Eastern, Central and Southern African Health Community (ECSA). This project serves as a mechanism for implementing a regional Human Capacity Development (HCD) Program that seeks to improve the quality of health services and HIV/AIDS service delivery and client care in the Southern African region. SAHCD is designed to respond to the current human resource crisis in the region by implementing unified, locally driven and well-coordinated HCD strategies that address long-term workforce planning policy issues as well as the immediate need for improving the skills and knowledge of the prevailing human resources. In both the public and private health sector the Coalition works by strengthening the capacity of health workers, policy makers and planners, program managers, educational institutions and faculty members, as well as communities and families that deliver HIV and AIDS services.

In Namibia, the SAHCD Coalition has been requested to support the development of a comprehensive Human Resources Strategic Plan for the Ministry of Gender Equality and Child Welfare (MGECW). The plan is expected to describe short, mid-term and long-term solutions to address HR and management processes. The plan is to have a special focus on strengthening regional and constituency-level capacity service delivery in the view of decentralization.

This will contribute to the achievement of MGECW mandate "to insure gender equality and equitable socio-economic development of women and men and the well being of children"; and its mission "to create and promote an enabling and sustainable environment in which gender equality, child welfare, socio-economic development and the well-being of all people will be realized."

### **Purpose of the Position**

The purpose of the HRH/Human Resource Advisor position is to provide technical support and overall coordination, and follow-up to all aspects of project implementation. The HRH Advisor will work directly with the MGECW Chief Human Resources Practitioner by participating in the undertaking of the needs assessment and development of the HR strategic plan and subsequent implementation of activities proposed in this plan. The Advisor will also provide support in building the capacity of the HR Department in the MGECW in respect of the HR Management functions that this department is responsible for. The HR Advisor will carry out this function in close collaboration with SAHCD technical and management staff, key partners within the MGECW Namibia and donors i.e. USAID.

This position will report to the Deputy Director of Administration of the MGECW for the day to day implementation of the project.

### **Essential Functions**

- Strengthen and build management capacity in human resource department.
- Build the HR department's capacity for planning.
- Assist the MGECW with completion of definition of functions of the new structure.
- Provide technical assistance and support for the HR needs assessment including planning, preparation, supervision of data collection, data analysis, report writing and determinations of findings.
- Work with the MGECW to develop a HR strategic plan and the necessary tools for its implementation.
- Work directly with the MGECW, implementing partners, consultants and NGOs to plan and coordinate the timely implementation of the SAHCD annual project work plan for Namibia
- Work in close collaboration with other advisors in the MGECW.
- In collaboration with the COP and SAHCD Technical Services, coordinate the implementation of all project activities, ensuring that timelines are observed and outputs are completed and delivered according to schedule and budget.
- Maintain regular communication with key partners ensuring that all are kept informed of project developments.
- Participate in technical meetings with USAID, IntraHealth staff and SAHCD partners, consultants, and other key stakeholders.
- Assist in responding to all USAID /PEPFAR and Government of Namibia reporting requests and requirements
- Assist in the preparation of SAHCD reports, abstracts, journal articles, and best practices working closely with the Knowledge Management Advisor and all key stakeholders.

### **Key Deliverables**

1. A report providing findings and recommendations on the following:
  - A comprehensive profile of the personnel currently employed in the Gender Equality and Child Welfare sector.
  - Current skills mix by category of personnel and capacity for providing gender and child welfare services.
  - National capacity for the production of the requisite categories of HR.
  - Future staffing requirements.
2. A completed structure with functions for all Directorates.
3. Human Resources Strategic Plan developed using the Indicator of Staffing Need method
4. Monthly progress reports, quarterly and annual reports prepared for the Deputy Director of Administration of the MGECW.
5. Documentation of best practices.

### **Education and experience requirements**

- Masters degree in related field and at least 5 years experience in HR.
- Gender and social welfare experience would be an added advantage.
- Demonstrated experience and broad-based knowledge of Human Resources and ability to communicate that knowledge to a diverse audience.
- Excellent communication abilities and technical writing skills in English.
- Demonstrated diplomatic and interpersonal skills and ability to work in a complex and changing environment with all key stakeholders.

### **WORKING CONDITIONS/PHYSICAL EFFORT**

- Minimum noise levels in an office environment
- Ability to work effectively under pressure and meet deadlines
- Office environment requiring sitting at a desk most of the day, using hands to operate a computer and other office equipment
- Requires lifting of 0-10 lbs occasionally or as needed
- Ability to work an irregular schedule on occasion with the ability to travel frequently and on short notice

### **Closing Date: 4 February 2010**

For immediate consideration, please forward resume and cover letter to Deputy Chief of Party - Finance & Administration, SAHCD, Bank Forum Building, 2 Floor, C/o Veale & Fehrsen Street, New Muckleneuk, P.O. Box 1655, Brooklyn Square 0075, Pretoria, South Africa or Email: admin@sahcd.org

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