

## **EXPRESSION OF INTEREST: JOB DESCRIPTION REVIEW AND CREATION**

**DURATION: ONE MONTH**

### **1.0 BACKGROUND**

The Municipal Council of Keetmanshoop is having 185 approved positions on its structure. 80% percent of such positions have outdated job descriptions and the remaining 20% are newly created positions without job descriptions.

### **2.0 PURPOSE AND OBJECTIVE**

We aim to attract skilled employees, retain and unlock maximum potential of our existing employees. To achieve this, we need to provide new job descriptions and review existing ones.

Job descriptions should provide a precise account of a job's requirements and duties. The Municipality would like to give its existing and future employees an initial understanding of the most important functions they need to perform.

### **3.0 SCOPE AND FOCUS OF THE ASSIGNMENT**

- 3.1 Review the job description of the Chief Executive Officer \*1.
- 3.2 Review job descriptions of Strategic Executives\*4
- 3.3 Review job descriptions of Middle Managers\*5
- 3.4 Create job descriptions of Middle managers\*2
- 3.5 Review job descriptions of 143 Non-management positions\*143
- 3.6 Create job descriptions of 143 Non-management positions\*30

### **4.0 EXPERTISE**

#### **4.1 Academic Qualification**

Master of Business Administration with specialization in Organizational Development or related.

#### **4.2 Experience**

10 years working or consulting experience in Organizational Development, Job Evaluation or Performance Management. Candidates with proof that they created and reviewed (NB: Working) Job description's for reputable organizations will be given preference.

#### **4.3 Skills and Competence required**

Analytical  
Good communication  
Decisiveness

Problem Solving  
Independent  
Ethical

## **5.0 DELIVERABLE**

5.1 Updated Job descriptions for the whole Municipality.

5.2 A summarized report or notes to support or motivate created Job descriptions.

## **6.0 TIME SPAN**

The project will run for 30 days from the date of final selection. The successful candidate should deliver the final draft of the project in 30 days from the date of project award.

## **7.0 ENQUIRIES**

To get clarity, please contact the Strategic Executive: Human Resources, Elvis Mukaya on 063 221223.

## **7.0 CLOSING DATE**

The expression of interest must reach our office on or before the 18<sup>th</sup> of June 2020.

## **8.0 APPLICATION PROCESS**

Candidates or organizations willing to participate should respond in writing with project schedules, budget, time frames and specifications of activities to be delivered and hand deliver their proposed work plan to:

The SE: Human Resources, Municipality of Keetmanshoop, Private Bag 2125

Or email to: [sehr@keetmansmunicipality.org.na](mailto:sehr@keetmansmunicipality.org.na)