

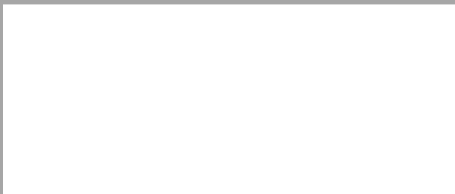


HUMAN RESOURCE MANAGEMENT  
STRATEGIC EXECUTIVE  
Mr. Elvis Mukaya

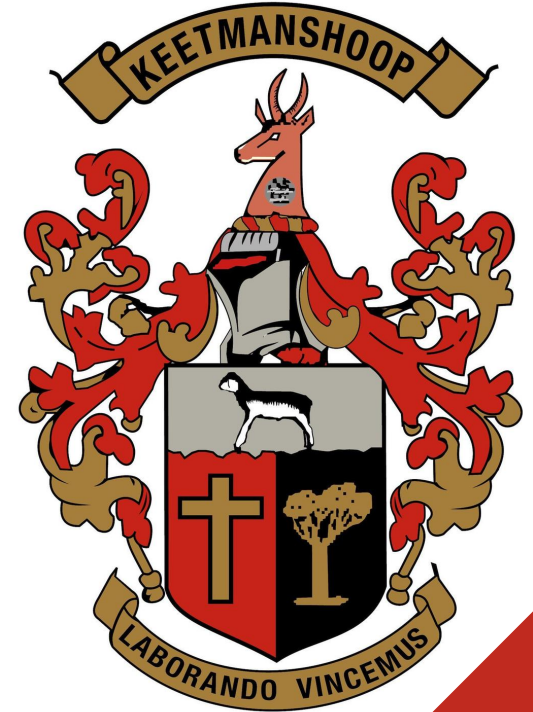
# TOWN MAP



37 Hampie Plichta Avenue, 9000  
Keetmanshoop, Namibia



# KEETMANSHOOP MUNICIPALITY



CORPORATE SERVICES  
INDUSTRIAL RELATIONS & WELLNESS  
Mrs. Hansina Isaack



HUMAN RESOURCE  
Mrs Jenette Boois

## HUMAN RESOURCE AND CORPORATE SERVICES

## ABOUT US

The **CORPORATE SERVICES & HUMAN RESOURCE DEPARTMENT** develops departmental strategies and directions for the lease and sale of land, execution of Council bursaries and the recruitment, welfare and management of all employment matters, in conformity with the Municipalities overall strategic and financial plans.

Under guidance of the General Manager: Corporate Services & Human Resource, the department has four main sections:

- Corporate Services
- Human Resource
- Industrial Relations and Wellness
- Organizational Development



## CORPORATE SERVICES

This section is to render secretarial and administrative services to the management committee and Council.

They are responsible for the following:

Managing of the Municipality's telephone system  
Maintenance and upkeep of the Main Municipal Office Complex  
Ensuring all Councils property are guarded

Municipal Archives also fall under this section as they do record keeping of all Council's properties, general files and executes all functions related to records management. Further, the Archives operates in terms of the Archives Act and other statutory provisions.

## HUMAN RESOURCES

The Human Resource Management (HR) is an employee function with the aim of helping management to apply and utilize human resource effectively as possible within the organization in accordance with the HR policies and legal framework. The Keetmanshoop Municipality is known as a productive municipality and as an organization striving for excellence, therefore the HR Section keeps on monitoring the employees progress towards achieving the organizations goals. HR is responsible for, amongst others, attracting employees, keeping them in their positions and ensuring that they perform at optimum level

## INDUSTRIAL RELATIONS AND WELLNESS

Their responsibility is to ensure harmonious labour relations by fostering good working relationships amongst employees and by making employees and by making sure both parties adhere to set policies, procedures and regulations. To provide a proactive advisory service to Councilors, General Managers and employees which will facilitate common understanding and consistent application of the above-mentioned policies

## ORGANIZATIONAL DEVELOPMENT

They are responsible for guiding the organizational training/development needs. Council has a good Training and Development policy in place, which provides for training and development of employees, study aid, a child/student subsidy, bursary scheme, and job attachments.

