



Why Namibian Government Ministries Can Benefit from Using Tara Nawa's e-Recruitment Services

Tara Nawa's platform offers compliance-aligned, cost-effective and efficiency-boosting recruitment support for government ministries without replacing the legal authority of ministry human resources (HR) teams. Under Namibia's public-service rules, all posts in the public service must be filled through open competition, publicly advertised and appointed on merit. The Permanent Secretary/Executive Director of each ministry is accountable for the recruitment process and must ensure transparency, fairness and affirmative action. Tara Nawa's e-Recruitment platform enhances—not replaces—these requirements by streamlining administrative steps while leaving decision-making with the ministry. Here's how our platform delivers value:

1. **Legally aligned process automation** 
 - Automated application tracking, candidate communication and document management while preserving manual control of shortlisting and appointment.
 - Interview preparation tools such as standard scoring sheets, structured questionnaires and confidentiality agreements that ministry HR staff can customise to reflect the advertised requirements and merit criteria.
 - Support for open advertisements that publish vacancies with the required job designation, grade and salary and ensure broad reach through multiple channels (Jobopportunities.net, LinkedIn, Facebook, Twitter X, YouTube, WhatsApp, email).
2. **Significant time savings** 
 - Digitally collects and organises applications, eliminating manual sorting and paper handling.
 - Screens for completeness and basic compliance, ensuring only qualified applications reach HR.
 - Structures shortlisting tools (weighted/rated questionnaires) and generates due-diligence reports for decision-makers, freeing HR staff for higher-value tasks.
3. **Cost efficiency without compromising control** 
 - Charges reduced service fees compared with traditional recruitment agencies or repeated advertising.
 - Ministries retain full appointment authority and control over the recruitment process; Tara Nawa provides the tools but does not make decisions.
 - Streamlines existing processes rather than forcing a new system, resulting in high-quality talent acquisition at a fraction of typical costs.
4. **Wider reach = better candidates** 
 - Increases visibility through jobopportunities.net, LinkedIn, Facebook, YouTube, WhatsApp and email campaigns.
 - Utilises modern recruitment videos to build employer brand and attract passive candidates.
 - Result: larger, more qualified applicant pools—even from remote regions—supporting the principle of open competition.



5. **Transparent and auditable shortlisting support** 🔍
 - Each applicant's questionnaire is rated objectively against job requirements; results can be exported and included in ministry submissions to the Public Service Commission.
 - Rankings and rejections are documented, producing an auditable trail that holds up to internal audits and reviews.
 6. **Support for equity and disability considerations** ⚖️
 - Built-in applicant tags for affirmative action, youth, gender and persons with disabilities align with ministries' obligations under the affirmative-action framework.
 - Helps ensure representative hiring without added administrative effort and supports inclusive recruitment practices.
 7. **Scalable for temporary and contract hiring** 📅
 - Supports contract recruitment (e.g., projects, campaigns, relief work) by enabling rapid job postings and quick database access for short-term roles.
 - Ensures temporary hiring is carried out transparently and in line with public service guidelines.
 8. **Data security and confidentiality** 🔒
 - Secure platform with SSL encryption; all candidate data is encrypted and stored in the clouds.
 - Access logs available on request to comply with data-protection and confidentiality expectations.
 9. **Namibian solution for Namibian needs NA**
 - Built in Swakopmund with a deep understanding of Namibian recruitment law, public-service constraints and language requirements.
 - Trusted, locally developed partner—not a foreign vendor—ensuring alignment with national priorities and procurement rules.
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Step-by-Step Instructions: How Government Ministries Can Use Tara Nawa's e-Recruitment Services Legally

Step 1: Confirm organisational authority and vacancy approval

Ensure that the position is part of the Public Service and that the vacancy has been approved through internal structures (e.g., job-grading committees, budget committees and the Public Service Commission). HR and the relevant head of department should confirm the job designation, grade and salary scale before proceeding.

Step 2: Retain accountability internally

Appoint a dedicated internal HR officer or recruitment committee to oversee the recruitment and selection process. Tara Nawa's platform is used as a tool—not the final decision-maker. Transparency, fairness and confidentiality must be upheld at all times. External service providers may not replace HR or Public Service Commission functions but may streamline administrative tasks (advert placement, application collection and CV screening).

Step 3: Draft and approve the job description and specification

1. HR and the line manager draft or update the job description, including duties, qualifications and experience requirements.
2. Confirm the job grade and salary with the Job Evaluation committee and obtain approval from the Executive Director or Permanent Secretary.
3. Tara Nawa's services can digitise this step by providing templates or standard formats for job specifications and storing them securely.

Step 4: Advertise the vacancy

1. Advertise the post through open competition—vacancies must be publicly advertised with the official designation, grade and salary scale.
2. Place the advertisement in national newspapers, on the ministry's website and on official notice boards.
3. Use Tara Nawa's Jobopportunities.net and social media channels to expand reach; this promotes broader access without violating exclusivity rules and supports equal opportunity.

Step 5: Receive and Process Applications

1. All job seekers must apply via **Jobopportunities.net** using the prescribed Public Service application form, accompanied by a CV and supporting documents.
2. All applications and attachments must be uploaded by applicants directly to the portal—**Tara Nawa does not capture data**.
3. In cases where manual (non-digital) submissions are received, **data capturing remains the responsibility of the Government Officials**. This task may optionally be outsourced to Tara Nawa upon request.



Step 6: Establish the selection committee

1. The selection committee should include HR staff, the departmental expert (line manager) and, if required, observers from the Public Service Commission or trade unions.
2. Conflict-of-interest declarations must be completed.
3. Tara Nawa's e-Recruitment system offers built-in shortlisting tools (e.g., scoring rubrics, auto-sorting), but final selection decisions remain with the committee.

Step 7: Shortlist candidates

1. Use only the criteria published in the advertisement to shortlist candidates.
2. Tara Nawa's weighted questionnaires help panelists make data-backed decisions but must be customised to reflect the job requirements to remain lawful.
3. Ensure minutes and records are kept to document the shortlisting process.

Step 8: Schedule and conduct assessments/interviews

1. Give candidates reasonable notice of assessments or interviews (e.g., at least five working days).
2. The interview panel must be appointed according to the position's level; panels may include HR representatives, subject-matter experts and representatives of the Public Service Commission.
3. Use standardised interview questions prepared jointly before interviews; allocate equal time to all candidates.
4. Tara Nawa can coordinate invitations, confirmations and provide interview questions, scoring sheets and confidentiality templates digitally.

Step 9: Score, rank and recommend

1. Use the standard scoring sheet or competency matrix to assess candidates.
2. Rank and recommend candidates in order of preference, documenting reasons for each score.
3. Tara Nawa can digitise scoring sheets for cleaner analysis, but final decisions rest with the appointed panel.
4. The selection committee submits its recommendations to the Executive Director or Permanent Secretary and, where required, the Public Service Commission for approval.

Step 10: Conduct reference checks and vetting

1. HR conducts reference checks based on essential or desirable criteria; this may include previous employers and background screening.
2. Tara Nawa does not conduct reference checks but can store records securely for auditing.



Step 11: Appointment and notification

1. The appointing authority (Executive Director, Minister or Public Service Commission, depending on the post level) issues a written offer to the successful candidate.
2. Notify unsuccessful applicants and provide feedback if required.
3. Tara Nawa can assist with drafting and sending all communications and storing records securely.

Final compliance notes

- All recruitment steps remain under the control and accountability of the ministry and the Public Service Commission. Tara Nawa's system supports but does not interfere with decision-making.
- Recruitment records and supporting evidence must be kept for auditing and PSC approval. Tara Nawa provides secure storage and easy retrieval of all documentation.

By following these steps, ministries can utilise Tara Nawa's e-Recruitment services while fully complying with the Public Service Act and Staff Rules. Our platform preserves the integrity of the recruitment process, supports affirmative-action objectives and delivers cost-efficient, transparent and scalable hiring.