



Why the Namibian Local Authority Councils Can Benefit from Using Tara Nawa's e-Recruitment Services

Tara Nawa's platform offers **compliance-aligned, cost-effective, and efficiency-boosting recruitment support**, without replacing the legal authority of Government Human Resources processes. Here's how:

1. Legally Aligned Process Automation

Tara Nawa enhances—not replaces—required steps under the Local Authorities Act and its 2019 Recruitment Regulations:

- **Automated application tracking** while preserving manual control of shortlisting and appointment
- **Interview preparation tools** such as standard scoring sheets, structured questionnaires, and confidentiality agreements, matching Form 1–5 requirements

 **Full legal compliance** with Government Gazette No. 6913, supporting human oversight at all decision points

2. Significant Time Savings

The platform automates key steps:

- Collecting applications (digitally)
- Filtering out incomplete or unqualified applications early
- Structuring shortlisting tools (weighted/rated questionnaires)
- Generating due diligence reports based on job criteria

 **Result:** Up to 70% reduction in administrative processing time—freeing up HR teams for strategic tasks

3. Cost Efficiency Without Compromising Control

Unlike costly agencies:

- Tara Nawa charges **vastly reduced service fees**
- Government retains full appointment authority
- Uses **your own processes**—just streamlined

 **Result:** High-quality talent acquisition at a fraction of the cost of traditional firms or re-advertisements



4. Wider Reach = Better Candidates

Tara Nawa boosts visibility with:

- Jobopportunities.net – highly ranked locally
- **YouTube, LinkedIn, Facebook, Twitter, WhatsApp, and Email**
- Modern recruitment videos that **build employer brand** and attract passive candidates

 **Result:** Larger, more qualified applicant pool—even in remote towns

5. Transparent and Auditable Shortlisting Support

- Each candidate's questionnaire is rated **against job requirements**
- Reports can be exported and included in Council submissions for Ministerial approval
- Rankings and rejections are **objectively documented**

 **Result:** Transparent process that holds up to internal audits, HR reviews, and legal scrutiny

6. Support for Equity and Disability Considerations

- Built-in applicant tags for **Affirmative Action**, youth, gender, and persons with disabilities
- Helps ensure **representative hiring** and supports compliance with the Affirmative Action Act

 **Result:** Inclusive hiring without added effort

7. Scalable for Temporary and Contract Hiring

Supports **contract recruitment** (e.g., for projects, health campaigns, relief work):

- Fast-track job posting
- Quick database access for short-term roles
- Ensures compliance with temporary worker rules (Reg. 36)

 **Result:** Agile hiring aligned to Government priorities without legal risk

8. Data Security, Confidentiality

- Secure platform with **SSL encryption**



- All candidate data is encrypted
- Access logs available on request

 **Result:** Strong alignment with Reg. 5 – confidentiality & data protection

9. Namibian Solution for Namibian Needs

- Built in Swakopmund NA
- Deep understanding of Namibian recruitment law and local authority constraints

 **Result:** A trusted, proudly Namibian partner—not a foreign vendor with generic systems



✅ Step-by-Step Instructions: How Local Authority Councils Can Use Tara Nawa's e-Recruitment Services Legally

📋 Step 1: Confirm Legal Framework

Ensure the recruitment is taking place within a **Local Authority Council** (municipality, town, or village council) governed by the Local Authorities Act, 1992 and its regulations.

🔗 Step 2: Retain Accountability Internally

Appoint a **dedicated internal Human Resources Officer** to:

- **Oversee** the entire recruitment and selection process
- Ensure **Tara Nawa's platform** is used **only as a tool**, not as the final decision-maker
- Uphold **transparency, fairness, and confidentiality**

⚠️ Note: External service providers like Tara Nawa **may not act in place of the HR department**, but may be used to streamline administrative and logistical processes (e.g. advert placement, applicant collection, CV screening support).

📋 Step 3: Draft & Approve Job Description + Specification

Before advertising:

1. HR and the relevant **head of department** must:
 - Confirm the **job grading** and approval from the Job Evaluation and Grading Committee
 - Draft or update the **job description and specification**
2. Submit to the internal HR for verification and documentation

💡 *Tara Nawa's services can help digitize this step (e.g., provide templates or standard formats for job specs).*

📋 Step 4: Advertise the Vacancy

1. **Internal first**, as required by law (Reg. 9) - All vacancies for positions on a to c bands must first be advertised internally first.
 - Post on official council notice boards for 5 days
2. If no suitable internal applicants, proceed with **external advertising**:
 - At least **two newspaper publications**
 - Post on council's **official website** (if available)



- Optionally use Tara Nawa's **Jobopportunities.net** and **LinkedIn, Facebook, YouTube, Twitter (X)** to expand reach

✓ This complies with Reg. 13 and promotes broader access without violating exclusivity rules.

Step 5: Receive & Process Applications

All applications must be:

- Submitted using the **prescribed form** (Reg. 14)
- Accompanied by a **CV and supporting documents**

 *Tara Nawa can automate this process, capture data digitally, screen for completeness, and export structured application reports for HR.*

Step 6: Establish the Shortlisting Committee

Per Reg. 15:

- Must include:
 - HR staff
 - Departmental expert
 - Trade union observer
- **No councillors** may participate
- Conflict of interest declarations required

 *Tara Nawa's e-Recruitment system can offer built-in shortlisting tools (e.g., scoring rubrics, auto-sorting), but final selection remains the committee's task.*

Step 7: Shortlist Candidates

- Shortlist **max 5** per post (Reg. 16)
- Use **advertised requirements** only
- Ensure minutes are kept

 *Tara Nawa's weighted questionnaires can help panelists make data-backed decisions, but must be customized per the job spec to be lawful.*

Step 8: Schedule and Conduct Interviews



- Give candidates **at least 5 working days' notice** (Reg. 17)
- Interview panel must be appointed according to the position's level (Reg. 22–24)
- Use **standardized interview questions** prepared jointly before interviews (Reg. 25)
- Equal time must be allocated to all

 *Tara Nawa can coordinate invitations, confirmations, and provide scoring sheets and confidentiality templates digitally.*

Step 9: Score, Rank, and Recommend

- Use the **standard scoring sheet (Form 3)**
- Rank and recommend in **order of preference**
- Minimum score = **60%**
- Panel submits results to appointing authority: CEO / Management Committee / Council (Reg. 27)

 *Tara Nawa can digitize scoring sheets for cleaner analysis—but decisions must still rest with the appointed panel.*

Step 10: Conduct Reference Checks

- Done by HR, not Tara Nawa (Reg. 29)
 - Must be based on **essential/desirable criteria**
 - May include previous employers
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Step 11: Appointment and Notification

- Appointing authority: CEO / Management Committee / Council (Reg. 31)
- Issue written offer to successful candidate
- Notify unsuccessful applicants (Reg. 30)

 *Tara Nawa can assist with drafting and sending all communications, storing records securely.*

Final Compliance Notes

- Tara Nawa **does not interfere** with the decision-making process.



- All recruitment steps remain under the **control and accountability of the Local Authority**.
 - Records and supporting evidence must be kept for auditing and Ministerial approval (especially for executive appointments—Reg. 28).
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