



# HR Matters

## Namibia Newsletter

2st Edition May 2017

A quarterly newsletter published by PwC Namibia providing informed commentary on current developments in the People & Organisation arena.

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PwC Remchannel & HR Quarterly

To subscribe to this newsletter visit

<http://www.pwc.com/na/en/tax-services/subscription.jhtml>



## Ministry Directive: Public Enterprises increases

**On 30 April 2017, the Minister of Public Enterprises, issued a Directive to all Public Enterprises limiting 2017 annual increases to the annual inflation rate.**

The Directive, issued in accordance with section 4 (d)(iii) and (iv) of the Public Enterprises Act 2006, amended 2015, refers to the overall concern of the Namibian Government with the fiscal sustainability of the remuneration expenditure of Government bodies.

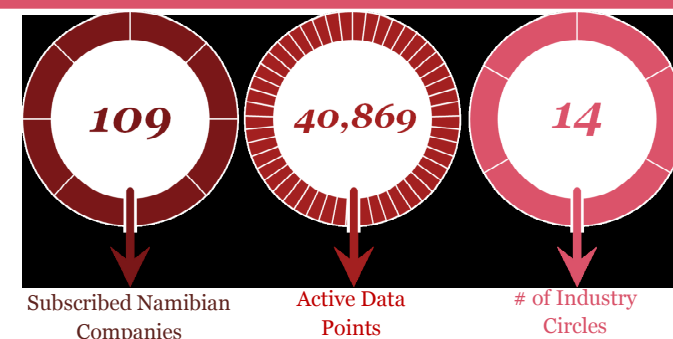
The Directive not only targets executives and senior management of SOE's, but will apply to all employees. It provides the following guidelines to SOE's for the 2017 salary adjustments:

- Wage and salary increase may not exceed the annual inflation rate;
- Increases may only be considered where the financial position will support and sustain the increases;
- The adjustments may only be implemented for those functionaries who are still within the parameters of the gazetted remuneration levels, including those already on the 90th percentile.

The Ministry of Public Enterprises indicated that the applicable inflation rate for April 2017 increases is **7,1%** as confirmed by the Namibia Statistics Agency. It is recommended practice to confirm and retain evidence of inflation rates from the NSA or Bank of Namibia when salary increases are considered.

We advise enterprises to contact the Ministry of Public Enterprises with queries. It is also advisable to share the Directive with all the relevant parties involved in salary/wage negotiations.

### REMchannel® Salary Survey subscriber stats:

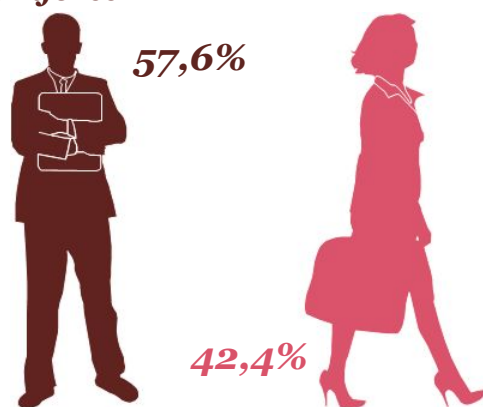


Grow @ PwC: Enroll for a short course at PwC Business School. Training calendar : [www.pwc.com/na/en/events](http://www.pwc.com/na/en/events)

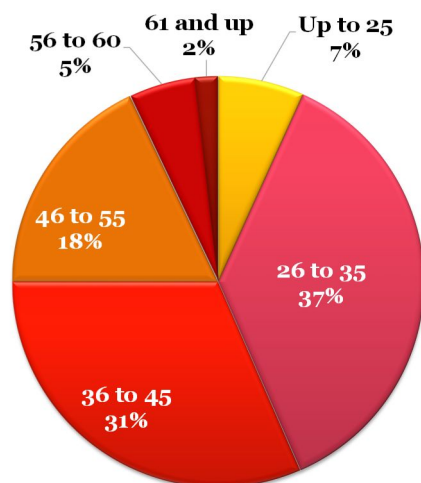
# PwC's REMchannel® Namibia Stats

With every months publications, we analyse data from our subscriber database. Here are some interesting statistics from the survey as published May 2017.

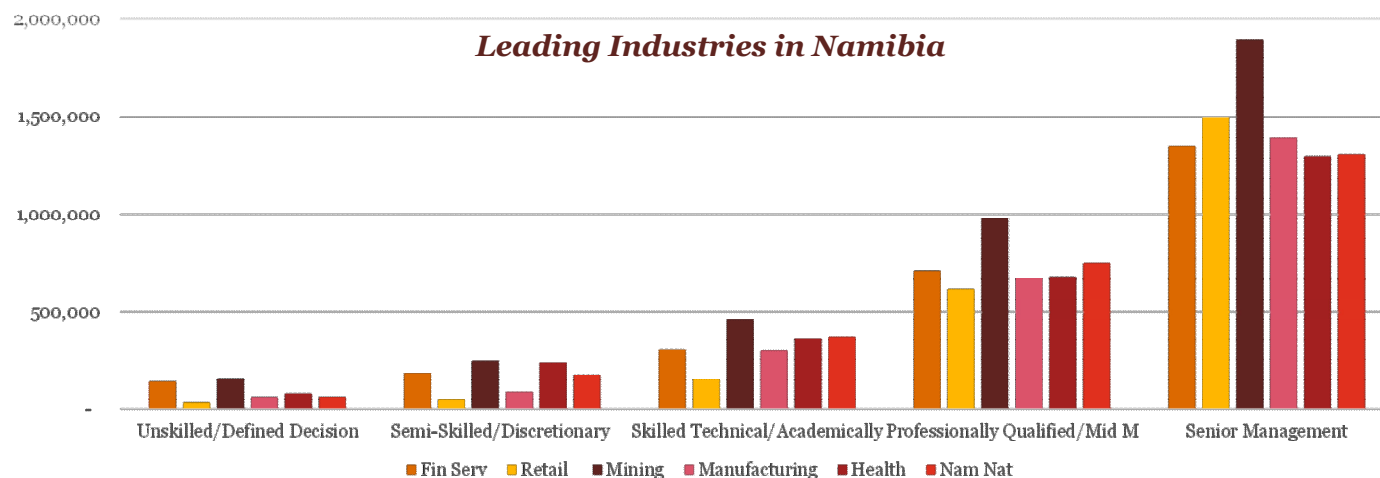
## Gender Distribution in the Namibian workforce



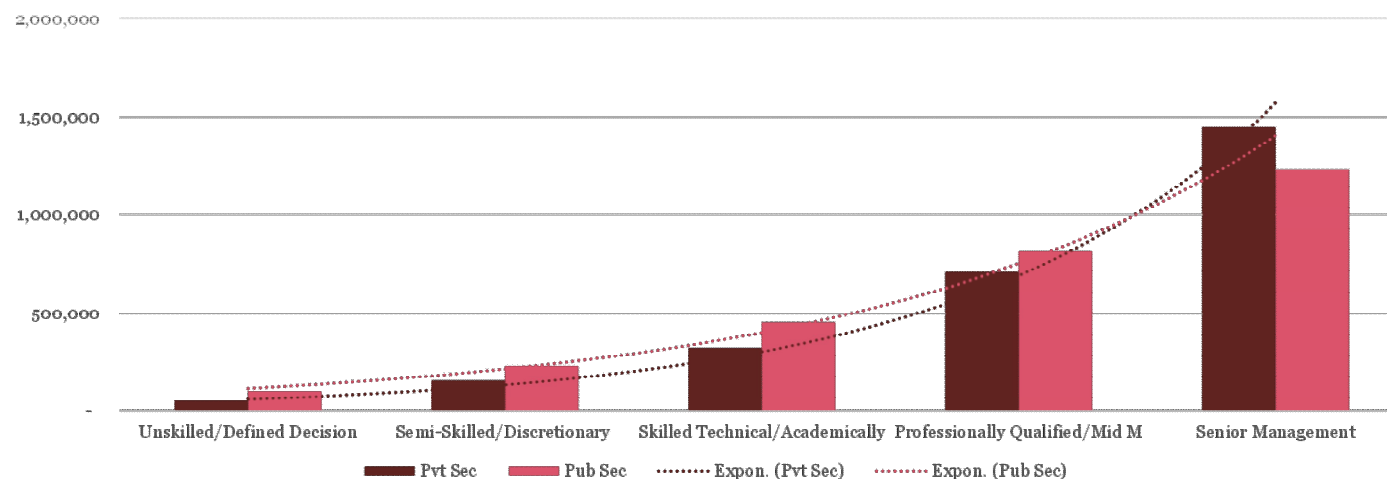
## Age Distribution in the Workforce



## Leading Industries in Namibia



## How does the Private & the Public Sector compare



All this information and more is available at your finger tips if you subscribe to REMchannel®, the largest online salary survey in Namibia.

For more info contact [mari-nelia.hough@pwc.com](mailto:mari-nelia.hough@pwc.com) or [click here](#) to visit our website

# *“Please help me with my tax return?”*

## *HR's role*

*Every payroll person knows that feeling when, the day before tax return deadline, employees walk in and ask for help to complete tax returns.*

As a payroll administrator, it's not your responsibility to ensure that employees are tax compliant. But as helpful human beings, HR people often help employees to complete their tax returns - because we all know it can be difficult and no one really understands how to complete returns correctly.

But you run a risk of making a mistake and being held accountable for tax penalties, interest or compliance issues by either the employee or your employer. Talk about being punished for being nice!

*We see many of our clients struggling with this, which is one of the reasons why the PwC tax team developed PwC's TaxTim.*

***TaxTim is an on-line tax return completion tool:*** a friendly on-line assistant that asks you a series of questions, regarding your income and taxes and then he uses your answers to complete your electronic tax return for you. At the end of the conversation he provides you with a completed tax return ready for submission to Inland Revenue.

TaxTim will help you understand your tax return by answering his ***simple, plain language questions*** one-by-one.

TaxTim uses your answers to complete your income tax return instantly and professionally, with everything filled in, in the right place no additional calculations required or wondering where to complete the details.

It is the easiest and cheapest way to do tax in Namibia, and also em-

powers the users to learn more about taxes.

The benefits of using TaxTim include:

- Complete your tax return in 30 minutes or less
- It's a step-by-step process to make sure you fill in all the information required by law
- TaxTim speaks plain English—easy to understand
- No more guessing of what should go where in the return
- No more stress & complications – taxes will calculate automatically
- Provides a neat & easy to print ready for submission
- TaxTim will store your data for reference.

If you would like to know more or share with your employees, [click here](#) to see the YouTube videos.

Or email us at [taxtim@na.pwc.com](mailto:taxtim@na.pwc.com).

No more completing tax returns by hand - join the tech age and complete your electronic tax return **today!**

***Visit [www.taxtim.pwc.com.na](http://www.taxtim.pwc.com.na)  
NOW to get started!***



# Learn @ PwC | HR training & info sessions



The following remuneration trend trainings will be presented during the winter months. Should you wish attend or if you require additional information, please contact us:

## **How to Develop a Pay Scale**

**31 May 2017**

**Target Audience:** All HR managers, consultants, officers & payroll personnel.

**Windhoek,** PwC Windhoek office, 344 Independence Avenue

**Time:** 07h30 - 13h30

**Cost:** N\$ 2,000 (All inclusive)

### **Scope of the training:**

- Consider foundational issues influencing a pay structure;
- Do a proper market benchmark;
- Differentiate between job worth and job title;
- Know how job grade differences influence the pay structure;
- Determine package composition; and
- Compose a pay scale.

## **REMchannel ® User Training**

**06 June 2017**

**Windhoek,** PwC Windhoek office, 344 Independence Avenue

**Time:** 07h30 - 14h00

### **Scope of the training:**

- Navigating on the REMchannel website and functionalities of system reports
- Understanding the data submission process
- Report terminology and definitions
- Extracting REMchannel reports

## **REMchannel ® Market Trends - Financial Services Sector**

**11 June 2017**

**Windhoek,** PwC Windhoek office, 344 Independence Avenue

**Time:** 07h30 - 10h00

The following topics will be discussed, based on our REMchannel data:

- Findings on remuneration package composition for the financial sector;
- Reported pay adjustment for the past 12 months and expected pay adjustment
- Remuneration trends for the financial sector and how the sector compares to other industries and our neighboring countries.

## **REMchannel ® Market Trends - Retail Industry**

**06 July 2017**

**Windhoek,** PwC Windhoek office, 344 Independence Avenue

**Time:** 07h30 - 10h00

The following topics will be discussed, based on our REMchannel data:

- Findings on remuneration package composition for the retail sector;
- Reported pay adjustment for the past 12 months and expected pay adjustment
- Remuneration trends for the retail sector and how the sector compares to other industries and our neighboring countries;



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