

VACANCY

HUMAN RESOURCES OFFICER, C3

Namibia Press Agency (NAMPA) is looking for a Human Resources Officer who will be reporting to the Chief Human Resources Officer (CHRO).

The Human Resources Officer will be responsible for coordinating the Human Resources services in the areas of recruitment and selection, payroll, talent management, performance management, training and development, human resources administration, grievances, discipline and employee wellness.

Key Responsibilities:

- Develops and maintains Job Descriptions for all NAMPA Divisions.
- Prepares notices and Job Advertisement for all NAMPA vacancies.
- Recruitment and Selection (advertisement of posts, shortlisting, interviews)
- Prepares employment contracts, performance agreements and confidential agreements.
- Ensures compliance and maintenance of HR policies.
- Amends HR Policies when necessary and ensure staff have access to and understands the policies.
- Facilitates and ensures compliance of disciplinary process.
- Develops and implements staff training plan.
- Manages the staff performance management system.
- Ensures training and development needs are identified and addressed on time.
- Administers employee remuneration, benefits and other related HR activities; as well as maintaining accurate, safe and confidential HR records.
- Oversees monthly VIP payroll and ensure that salaries are released on time.
- Compiles Human Resources Budget.
- Oversees preparation of accurate tax certificates, compile tax reconciliations and submit to the Receiver of Revenue.
- Compiles and submit the Affirmative Action Report on time.
- Oversees submission and request payment of NTA levy.
- Compiles monthly, quarterly and annual HR reports for the attention of Chief Human Resources Officer.

Abilities Requirements:

- Must have a high level of integrity, communication and interpersonal skills.
- Must be able to work independently and under pressure.
- Must have good numerical ability.

Education and Experience Requirements:

- Degree in Human Resource management or equivalent qualification.
- Five (5) year experience in General Human Resources.
- Proven track record in the use of Sage VIP Payroll system.
- Must have knowledge of Labour Act, Social Security Act, and Affirmative Action Act.

Closing Date of Application: Monday 13 November 2017

**Interested candidates should forward their comprehensive CV with certified copies to
recruitment@nampa.org**

**Or hand deliver at Corner of Keller and Eugene Marais Street, (opposite National library/achieve),
Windhoek**

Only short-listed candidates will be contacted. No documents will be returned.