



# GONDWANA

COLLECTION  
NAMIBIA

## THE COMPANY

Over the past 20 years, The Gondwana Collection have established themselves as a leading brand in the Namibian tourist and hospitality industry with an impressive portfolio of lodges and parks across Namibia. Their inspiration and corporate philosophy stems from a sheer love for Namibia, to preserve its heritage and to make the country's unique African experiences accessible to local and global visitors. The service offering includes quality accommodation across key Namibian tourist destinations which characterises the various aspects of Namibia's heritage and pristine unspoilt beauty. This gemlike experience, which typifies its customer service philosophy, is wilfully conceived to contribute towards the preservation of Namibia's development, conservation, social and integration efforts. An unrelenting commitment to social transformation and people is woven into the very fabric of Gondwana's existence and long-term sustainability. In light of strategic business innovations and expansion, key positions have now become available and if you are someone that recognises and appreciates the value of people as key drivers of business success and sustainability, and who can resonate with their authentic value system and philosophy, this position should certainly excite you.

## MANAGER: HUMAN RESOURCES (HR) ADMINISTRATION

### THE POSITION

Are you someone who understands and implements best practices in Human Resources? Do you have a background of working with financial systems, and have exposure in labour legislation? If yes, here is an opportunity for your consideration. Your role will be to develop effective relationships with managers and provide a professional HR service to the organisation. You will provide administrative and project management support to the Human Resources Department. Reporting to the Group HR Manager, you will be their right-hand person, ensuring that strategic tasks have been fulfilled. You will be responsible for human resource information, which includes record keeping, reporting, and information management systems. You will also be responsible for the timely and accurate delivery of payroll, benefits, and employee relations programmes and client services. Other vital aspects of this role include providing advisory support to management, supervising the HR team and reviewing and amending payroll policies and procedures.

### KEY AREAS OF FOCUS: YOU WILL

- Ensure that the company is effective and efficient in implementing HR administration and resourcing policies, procedures and practices in order to achieve functional HR strategic goals
- Oversee VIP payroll administration and provide solutions on compensation issues, which include end to end processing, administering employee benefits, reconciliation, and liaising with third parties
- Develop, implement and maintain techniques for improving payroll processes to ensure an accurate and error free system
- Align company policies and effectively oversee Industrial Relations matters within the country's legal framework and ensure the implementation of a proactive IR strategy
- Ensure labour law matters are dealt with promptly and proficiently
- Collate HR data and compile functional databases in Microsoft Excel
- Report and manage human resources metrics – produce reports on key metrics, including remuneration and benefits, absenteeism and turnover
- Facilitate all processes involved with staff recruitment, selection and employee readiness for their roles
- Provide advisory services to lodge management on all HR matters
- Ensure compliance to set recruitment policies and procedures as well as legislation
- Attend to employee's payroll and human resources related queries, and provide operational support to the relevant cost units and employees in order to build and maintain the credibility of the HR function
- Lead and supervise the human resource team as needed
- Uphold confidentiality and respect personal and sensitive information
- Prepare employee and performance contracts as well as job descriptions, and update them accordingly

### THE PERSON

#### Minimum requirements: You have

- At least a tertiary qualification in Human Resources, Finance or related discipline from a recognised institution. Candidates who have worked in a different industry but have the necessary zeal and appetite to meet the position requirements will be considered
- At least five years' working experience within an HR environment
- Proven expertise in VIP payroll. You should have run payroll for at least 75 people
- Comprehensive understanding of labour legislation
- A willingness to learn and adapt to the specific HR requirements of the hospitality industry
- A general understanding of how the finance aspect of HR fits in the broader scope of financial processing and management
- The flexibility to travel when required
- Sound Ms Office knowledge, specifically Excel

#### COMPETENCY REQUIREMENTS: YOU

- Can get people to work together and consider someone else's views in a culturally diverse environment
- Have faith in your own ideas, are willing to take an independent position in the face of opposition and approach challenging tasks with a positive attitude
- Adhere to broad ethical guidelines by showing fairness, impartiality and congruency in all respects
- Are professionally mature, dynamic and willing to evolve in tandem with the organisation
- Are proactive and a self-starter
- Are confident and self-assured, compassionate but firm
- Lead and inspire others to achieve an objective
- Efficiently and effectively transfer information from person to person, and demonstrate effective use of listening skills and display openness to other people's ideas and thoughts
- Show sympathy, empathy and concern for others in a resolute and determined manner
- Have a reputation for being honest, reliable and responsible
- Establish contacts and channel information effectively between various sources within the organisation
- Demonstrate the ability to understand and appreciate issues and concepts of a complex nature, such as those that may be encountered in such a role
- Are able to associate with and appreciate the ideas of different individuals and groups
- Are Fluent in English and Afrikaans. An additional language would be an added advantage

### INTERESTED?

Our client offers an attractive package commensurate with qualifications and experience. The closing date is **23 December 2016** and suitably qualified Namibians are encouraged to apply. We request that you e-mail your CV to [admin6@potentia.com.na](mailto:admin6@potentia.com.na) for the attention of Ms Mercy Kufakowadya. In the event that you do not receive an acknowledgement of your application within 5 working days, please contact us on 061 381 000. **Kindly be advised that all applications will be handled exclusively by Potentia and all selected candidates will be required to undertake an assessment test. Only electronic CV's will be accepted.**



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