

The Company

For more than a decade our Client has been leading the way in the coatings industry through innovation. However, it is not merely their scientific expertise that has given them this edge, they are recognised as a value adding supplier with Level 4 B-BBEE status, an organisation with a global reputation and footprint renowned for exceptional standards of performance and a growing presence in Africa. Our Client values the impact they have on the societal and environmental context in which they conduct their business. Inspired by a profound sense of purposefulness, they aim to drive a more impressionable agenda for the future together with their stakeholders. Their aim is to create long-term shareholder value by embracing opportunities and managing risks derived from economic, environmental and social developments. They are cognisant that healthy societies, communities, labour forces and environments provide the necessary foundation for a thriving business and operate interdependently within these contextual variables thereby securing business sustainability and viability. Our Client now seeks to attract a select group of dependable, dynamic professionals who are able to offer a broad base of seasoned and functional leadership, technical skills and competence. These are key roles and the successful candidates will display an energetic and natural commercial aptitude and guide specific strategic imperatives.

HUMAN RESOURCES MANAGER

The Position

Reporting directly to the General Manager with an indirect reporting line to the Group HR Executive, as the Human Resources Manager you will be responsible for implementing specific HR strategic imperatives outlined in the overall business frame and design. You will bridge and foster management and employee relations by addressing demands, grievances and performance and be respected as the dependable business partner and advisor for all costs units. Your core goal is to advance and cultivate the corporate values and identity and to harness employee performance to propel business success. The broad range of HR disciplines captured in this role include resourcing, organisational development, advocacy, advisory, performance, training, industrial relations, talent management, coaching and compensation. You are able to relate well with all these concepts and disciplines with notable and advanced exposure in the area of industrial relations. The position links relationships along various business lines and a diverse talent pool, creating a sense of coherence within the business for purposes of sustainability and business culture well-being. You will represent HR as a business partner at EXCO level and retain and attract highly agile talent.

This is a busy and vibrant position and will require someone who is highly organised and possesses excellent administrative skills, remains calm under pressure and can work towards meeting tight deadlines. You will be agile to respond to the ever changing demands of the global business context and embrace shifts in priorities as well as changes in strategy design implementation. You possess exceptional interpersonal, collaborative capability and use sound judgement and wisdom in HR matters. Interpersonal objectivity and diplomacy are critical attributes and you are able to exert both a transactional and influential leadership style.

Key areas of focus:

- **Strategy:** Implement and monitor specific HR strategic imperatives and objectives as outlined by the Group HR Executive. Roll out specific administration systems, training and procedures across the company.
- **Resourcing:** Proactively identify HR solutions within the local context, anticipating availability of skills, talent triggers for attraction and retention, forecasting recruitment needs, optimizing lean structures, improvising for critical shortages. On an ongoing basis define solutions to enable workforce demands and labor force trends to respond to business imperatives to overcome obstacles to performance.
- **Talent Management:** Implement the succession planning/retention strategies to support recruitment decisions, alignment of competence and skills Perform ongoing HR risk analysis to make sure business operations and positioning is not compromised. Overall ensure the implementation of the prescribed talent management frameworks.
- **Training and development:** Role out specific company wide training initiatives as mandated but ensure tailoring to the local frame. Train line managers on disciplines such as performance management systems, to enable them to support HR interventions. Training will encompass short informative presentations, longer duration courses and adhoc coaching sessions.
- **Performance Management:** Implement the performance management framework, ensure that sufficient capacity and understanding exists for the system to be effective to support the high-performance culture.
- **Industrial Relations:** Responsible to effectively oversee and facilitate all industrial relations matters within the country's legal framework. Modify and maintain authentic IR policies and practices. Act as an advisor to the Group HR Executive on relevant in-country labor legislation.
- **Compensation:** Manage the administration and alignment of employee benefits within the set structures. Co-ordinate and perform all administrative functions such as pension, medical and other benefits. Ensure that all remuneration structures and employment benefits are allocated fairly and meet competitive market standards.
- **Advisory Services:** Serve as a consultant and sounding board to management on a range of HR issues making sure that decisions taken are informed by sound practices to mitigate the risk of any potential legal action. Keep managers informed and abreast of trends and variables that could potentially have an impact on business operations.
- **Compliance and quality assurance:** Facilitate the timely preparation and submission of various legislative reports. Ensure that all policies and procedures correspond with the Namibian laws and that operational practices are shaped accordingly. As the custodian, facilitate assessments to assure that compliance is maintained at all levels.

THE PERSON

Minimum requirements:

- Degree/Diploma in Human Resources/Industrial Psychology or a relevant degree from a recognised tertiary institution.
- At least 3 – 5 years HR generalist experience with a good knowledge of employment legislation.
- Full understanding of and experience in the HR value chain, including recruitment, industrial relations, remuneration principles and talent management.
- Ability to perform presentations to inform and influence targeted audiences.
- Ability to operate in a unionized environment.
- Demonstrated ability to drive and deliver business performance/improvement and success through people.
- Computer literate (MS Outlook, Excel, Word and PowerPoint).
- SAP proficiency will be advantageous.
- Namibian citizenship.

Competency requirements:

- Ability to thrive in a culture where deadlines are critical and performance expectations are demanding.
- Exceptional communication skills, verbal, presentation and written with both internal and external stakeholders.
- Client and customer orientation and understanding.
- Good interpersonal and engaging skills.
- Energetic, agile and displays impeccable integrity levels.
- Collaborative and provide timely feedback.
- Resilient and able to persevere in a constantly changing dynamic environment.
- Be client and customer focused, accustomed to working within a matrix reporting organization and implement flexible solutions in consultation with Group HR Executive.

Interested?

Our client offers an attractive package commensurate with qualifications and experience for each of these positions. The closing date for all applications is **19 July 2018** and suitably qualified Namibians are encouraged to apply. We request that you e-mail your **CV** to **admin6@potentia.com.na** for the attention of **Ms Tangi Mumbalu**. If you have not received an acknowledgement of your application within 1 working day, 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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