

The Organisation

Our client is a donor funded organization and development partner in Namibia that works closely with the Ministry of Health and Social Services' (MoHSS) Directorate of Special Programmes (DSP). They promote activities that increase human capacity for providing HIV/AIDS clinical care and support and assist with the development of health care worker systems that are locally-determined, optimally resourced, highly responsive and self-sustaining in countries and regions hardest hit by the AIDS epidemic. In partnership with the MoHSS, staff are deployed at hospitals and health facilities across the country to form part of a coordinated effort. They now seek to appoint an appropriately qualified and experienced candidate to fill the following position:

Human Resources Administrator (Fixed Term Contact)

The Position

With support from the Co-operative Agreement (CoAG) Manager and Finance Manager, the Human Resources Administrator will provide administrative support for all Human Resources operations. The incumbent is expected to coordinate closely with the CoAG Manager on all position responsibilities, keeping them informed on any new developments that come to light in terms of standard HR policy and procedures.

Key areas of focus

- Performs all administrative functions linked to hiring.
- Ensures that all employees receive copies of their job descriptions.
- Follow up on administrative formalities linked to the completion of the probationary period for all new employees.
- Ensure that recommendations for bonuses, salary increments, promotions, re-classifications, demotions, etc. are captured in the required format.
- On termination of staff services, assist in ensuring that staff members fill out an exit interview form; provide the terminated staff members with an exit clearance form.
- Co-ordinate the timesheet completion process for all national staff and check monthly payroll information to ensure accuracy of basic personnel data before payment processing is requested.
- Develop and maintain leave balance records for all staff and notify them of their leave balance as needed.
- Administer project staff applications for benefits such as: leave, medical aid, insurance, compensation, etc.
- Prepare monthly HR plan and reports for review by CoAG Manager.

The Person

Minimum requirements

- A Diploma/Degree in Human Resources Management/Personnel Management or Public Administration or equivalent with a minimum of 1 – 2 years relevant experience.
- Previous experience working with an NGO will be an advantage.
- Excellent written and spoken English.
- Computer skills, especially in MS Office package (Word, Access and Excel).
- Good human relation skills, proven integrity and a team based approach.
- Detail-oriented and sensitive to confidential information.
- Demonstrated ability to communicate between colleagues with a variety of cultural backgrounds in a respectful and diplomatic manner.
- Proven analytical skills.
- Proven electronic and manual file management skills.
- Good organizational and time management skills.

Interested?

Our client is an equal opportunity employer offering an attractive package commensurate with qualifications and experience. The closing date is **18 April 2019** and only Namibian candidates will be considered. We request that you e-mail your CV to admin8@potentia.com.ng for the attention of **Mr Bradley van Neel**. In the event that you do not receive an acknowledgement of your application within 5 working days, please contact us on 061 381 000. **Only electronic text version CV's will be accepted. Our Client reserves the right to not make an employment offer and they reserve the right to not make an appointment.**

