

## The Company

A well-established Namibian based leading consultancy, providing services to both local and international clients. They have established a strong reputation and superior position in the market, for placing high-calibre professionals and finding effective, high-impact workforce solutions for various organisations and business sectors. Their driving purpose is to ensure meaningful and sustainable workplace collaboration between organisations and talent. For more than 20 years, they have remained committed to their uncompromising pursuit of excellence, knowledge leadership, and integrity to consistently amplify potential.

## The Position

This position reports to the Recruitment Manager and the primary objective of this position is to co-ordinate recruitment projects and ensure that these are carried out in line with set standards and procedures. You will facilitate and execute the full bouquet of recruitment solutions to an array of industries including the financial, public, manufacturing and education sectors. You will also act as an official channel between the organisation and talent by aligning this talent with key industry leaders. You should be a mature, grounded individual who reflects a high level of sensitivity and respect for others and who can relate across cultures. You will be required to function in a multi-divisional consulting environment and apply agility as well as discretion when handling confidential, time-sensitive matters. Your success will hinge on your ability to integrate into a dynamic organisational culture while being able to take accountability of agreed action plans and deliverables.

### Key areas of focus:

- **Recruitment and administration:** Participate in the recruitment and selection processes and offer administrative support to ensure the various project elements are handled efficiently and within lead time.
- **Report writing:** Produce accurate and conclusive project reports to enable clients to take informed decisions.
- **Project management:** Ensure that project tracking tools are maintained, compliance standards are adhered to, service delivery expectations are met, corrective action is managed and new learnings are integrated in real time.
- **Interview facilitation:** Ensure that all interviews are conducted in an organised and professional manner.
- **Reference checks:** Carry out quality background checks to gain better insight into talents' skills and abilities, industry exposure as well as past performance and conduct.
- **Applicant recording:** Detail accurate longlists containing the necessary information of all applicants that have applied.
- **Project administration:** Effectively communicate with all stakeholders at key project milestones.

## The Person

### Minimum requirements:

- A Bachelor's degree in Commerce, Psychology or a related field.
- At least 3 years' experience at supervisory level in human resources.
- Knowledge of various HR practices.
- Demonstrated ability to effectively communicate and co-ordinate project related activities with multiple stakeholders.

### Competency requirements:

- Emotionally intelligent, results-driven and highly conscious.
- Exceptional problem-solving ability.
- Impeccable ethical and integrity standards.
- Ability to organise own workload, take initiative and apply good judgment.
- Proven ability to operate in a commercial environment where deadlines are non-negotiable.

## Interested?

Closing date: **06 November 2020**  
Email your CV to [info@potentia.com.na](mailto:info@potentia.com.na)

Please be advised that all applications will be handled exclusively by Potentia Namibia Recruitment (Pty) Ltd and all selected candidates will be required to undertake an assessment test. Only electronic CVs will be accepted.