

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 Director and the primary objective of the role is to manage the Human Resource deliverables of various projects. Proactivity is paramount in this role as to ensure agreed targets are met. Therefore, you will be required to take full ownership of the project plans and drive agreed outputs. Your role will oversee compliance by applying a business-oriented mindset and recognising shared value impact. The role demands a hands-on approach as you will be required to conduct monthly site visits to the regions and periodic support visits to field offices and client sites. You will lead a small team and be responsible for strategy implementation, managing various relationships with key stakeholders, and participating in the recruitment process. You will also act as an advisory function on a range of employment and labour issues. Key to your success in this role is the competent management of the team, resilience, experience with HR matters, problem-solving mind-set, and detailed planning to be able to deliver within the lead time. You will find this position stimulating if you want to implement strategies, grow the departmental portfolio, and at the same time improve existing business relationships.

Key areas of focus:

- **Relationship management:** Build and maintain relationships with clients. Manage all working relationships with project staff and stakeholders to maximise client satisfaction.
- **Leadership:** Create and set goals which integrate the diverse needs of the group and motivate individual team members to perform optimally by creating a climate that promotes productivity, creativity and standards of excellence.
- **Project management:** Ensure that the decentralised project tracking tools are updated and maintained in an efficient manner, to ensure compliance, service delivery and to trigger corrective action as required.
- **Reporting:** Ensure that all reporting deadlines are met in a timely manner by maintaining and strengthening the reporting protocol in the division.
- **Site visits:** Conducting monthly site visits with the clients to the regions and gather all data and statistics pertaining to the various duty stations. Conduct ad hoc visits to field offices to ensure audit compliance and provide support where necessary to ensure that service delivery is maximised and that these offices use resources optimally.
- **Labour Matters:** Provide guidance on all grievance and disciplinary matters, analyse discrepancies and provide solutions in consultation with other stakeholders to effectively manage these issues within the legal framework and policies.
- **Performance management:** Effective day-to-day people management and in collaboration with department heads, creating performance targets for each individual direct report.
- **Recruitment support:** Assist with the facilitation of the recruitment process for authorised vacancies.
- **Liaison:** Liaise with all stakeholders on an ongoing basis and constantly nurture and improve relationships with key stakeholders.
- **Personnel administration:** Ensure that personnel records are up to date and complete.
- **Business development:** Develop and maintain on-going working relationships, networks and partnerships to help achieve business goals and to secure new business opportunities.

The Person

Minimum requirements:

- Honours' Degree in Human Resources Management or a Commerce related field.
- At least 5 years' experience at a senior supervisory level in the area of human resource management.
- Ability to analyse HR data and prepare narrative reports, and statements.
- Sound knowledge of administrative systems and procedures.
- Exceptional knowledge of various HR practices and processes.
- Knowledge of Namibian Labour Law and ongoing changes to legislation.
- Microsoft Office proficiency (MS Excel, MS Word, MS PowerPoint).

Competency requirements:

- Independent and proactive.
- Highly organised and detail oriented.
- Engaging and hands-on leadership.
- Highly motivated individual with strong work ethic.
- Execute work with efficacy and possess good stress tolerance.
- Emotionally intelligent, results-driven and compliant.
- Ethical and must exhibit impeccable integrity standards.
- Ability to exercise diplomacy while building and managing partnerships in culturally diverse and complex environments.

Interested?

Closing date: **06 November 2020**
Email your CV to 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.