

THE COMPANY

Our client is a donor funded organisation 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' DSP, staff is 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 be based within the Directorate, to fill the following position:

HUMAN RESOURCES OFFICER

THE POSITION

With support from the Human Resources (HR) Manager, the HR Officer provides administrative support for all HR operations. The successful candidate is expected to coordinate closely with the HR Manager on all position responsibilities keeping him/her informed on any new developments that come to light in terms of standard HR policy and procedures. All duties serve to support the overall objective of ensuring quality service and output is provided to all with regards to HR administrative aspects.

Key Areas of Focus:

Entry Management:

Provide administrative assistance on the recruitment and placement process by:

- Assisting in the development and tracking of internal and/or external vacancy announcements as requested and authorised by program management in close coordination with HR Manager and outsourced service provider.
- Assisting in all administrative functions linked to the hiring, introduction and orientation of new employees e.g. conduct reference checks; check employment records; skills testing; complete associated paperwork etc.
- Ensuring that all staff positions have up-to-date job descriptions and that employees holding the positions are given copies/amendments of the same documents.

Staff performance management

- Follow up on administrative formalities linked to the completion of a probationary period for all new employees.
- Monitor and track due dates for execution and completion of performance appraisals, and alert HR Manager to any challenges or discrepancies in this regard.
- Ensure that recommendations for bonuses, salary increments, promotions, reclassifications, demotions, etc. are captured in a timely manner, and are made in accordance with established policies and procedures.

Exit management

- On termination of service assist in ensuring that:
- The staff member fills out an exit interview form.
- All personnel policy requirements are fulfilled.
- Provide the terminated staff member with an exit clearance form to be cleared by the different departments. Once the staff member is cleared, provide him/her with a end of contract claim.

Administrative activities

- Coordinate timesheet completion process for all national staff and check monthly payroll information to ensure accuracy of basic personnel data before payment processing is requested.
- Handle staff benefits and allowances; performance and grievance management
- Manage a complete, comprehensive and up-to-date central HR database system, and other HR-specific

functions with special emphasis on tracking the timesheet process.

- Record and update personnel files and computerised HR database with regards to salary and allocated allowances, transfers, promotions, completion of probation, termination of service etc.
- Establish new personnel file and related records of all newly recruited personnel.
- Sort and file internal and external personnel correspondence.
- File inactive personnel files separately.

Administration of benefits and allowances

- Serve as a point of contact for all benefit and allowance tracking documentation and ensure efficient filing and reporting of same.
- Develop and maintain leave balance records for all staff and notify them of their leave balance bi-annually.
- Administer national staff benefits such as: leave; medical aid issues, insurance, compensation, etc.
- Prepare quarterly accrued leave reports for review by HR Manager.
- Support HR Manager and Accounting Manager in tracking staff benefits.
- Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.

THE PERSON

Minimum requirements

- A National Diploma or degree in Business Management, Commerce or equivalent with a minimum of 3 years related experience as an HR Officer.
- Previous experience working with an NGO will be an advantage.
- Excellent skills and fluency in English.
- Computer skills especially in MS Office package (Word, Access and Excel).
- Proven experience with Pastel Payroll software.
- Previous proven ability to work as part of a team.
- Good human relations skills and proven integrity.
- Detail-oriented and sensitive to confidential information.

Competency requirements

- Demonstrated skills for solving problems independently.
- Demonstrated ability to communicate between colleagues with a variety of cultural backgrounds in a respectful and diplomatic manner.
- Strong analytical skills.
- Strong electronic and manual file management skills.
- Strong verbal ability and communication skills.
- Good human relations skills and proven integrity.
- Strong organizational and time management skills.
- Ability to write reports.
- Demonstrated ability to be a team player.

INTERESTED ?

The successful candidate will be on a fixed term contract and an attractive package commensurate with qualifications and experience is offered. The closing date is 1 April 2011 and only suitably qualified Namibian candidates will be considered. Kindly forward your electronic CV to olivia@potentia.com.na before the closing date. **NB. All applications will be handled exclusively by Potentia Namibia. We will only correspond with the shortlisted candidates.**



POTENTIA

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