

JOB DESCRIPTION

Job Title:	Manager: HC & Administration	Department:	Operations
Employee Name:		Division:	Human Capital & Administration
Job Category:	Managerial	Job Grade:	
Travel Required:	Yes	Position Type:	Permanent
Location:	Windhoek	Subordinates:	7
Immediate Supervisor	Chief Operations Officer		
Job Purpose:			
<p>The Manager: HC & Administration is responsible to oversee and manage the human resources and administration function. The position is responsible for the setting up of people management governance structures and frameworks that will improve business performance and ensure the achievement of the strategic objectives. Coordinate the development and implementation of the performance management processes and systems.</p>			
Role and Responsibilities:			
<ul style="list-style-type: none"> ● Provide direction to the overall HC and Administration function and ensure the development of human resource policies and procedures ● Ensure the development of long term plans to improve leadership and management capabilities ● Ensure the development of talent management frameworks that are responsive to the human resource requirements of the organisation ● Link the departmental human resource development goals to the strategic goals of the organisation ● Establish and maintain appropriate systems for measuring and reporting performance and productivity ● Ensure that the administration of the remuneration and third party payments are done correctly and comply with regulations and market conditions ● Direct and ensure optimal staffing, recruitment and selection processes ● Establish and implement an employee relations policy and monitor the labour relations environment ● Establish and manage the health and safety policies, standards, processes, and systems ● Identify training and development needs of team members and recommend suitable learning and development interventions ● Manage employee performance and take corrective action as necessary on a timely basis and in accordance with approved policies and procedures ● Ensure that human resource operational risks are identified and remedial plans are developed ● Undertake other duties as may be reasonably required from time to time 			
Qualifications and Experience Requirements		Preferred Skills	
<ul style="list-style-type: none"> ● A relevant Honours Degree in Human Resources Management, Organisational Development, Industrial Psychology or a related field. 		<ul style="list-style-type: none"> ● Good understanding of the people management rules, regulations and principles including the local Labour laws 	

<ul style="list-style-type: none"> ● A Post graduate business leadership qualification is an added advantage ● 7 – 8 years' experience in the human resources management field and at least 4 years should have been in a managerial role. 	<ul style="list-style-type: none"> ● Ability to work under high work pressure, workload and deliver on timelines ● Good knowledge and skills of dispute resolution mechanisms ● Ability to establish and maintain positive working relationships with key stakeholders ● Strong analytical and conflict resolution skills ● Accuracy and attention detail ● Excellent negotiation and positive influencing skills ● Solid writing, communication and presentation skills ● Good financial planning and budgeting and budget monitoring skills ● Analyse complex business aspects and draw conclusions ● Strong understanding and experience of VET Levy, PAYE and any other relevant legislation ● Demonstrate aptitude for learning new technologies ● Plan ahead and work in systematic and organised manner ● A good understanding of data privacy and confidentiality standards ● Ethical conduct and high integrity
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