



NAMCLEAR is the Namibian Automated Clearing House (ACH), licensed as a Payment System Operator and the designated Financial Markets Infrastructure (FMI) for the Namibian payment industry.

MANAGER: HUMAN CAPITAL (D4)

The Human Resource Manager guides, manages, and coordinates the implementation of the overall Human Resources services, policies, and programs for Namclear and leads the human resources practices and objectives that will provide an employee-oriented high-performance culture.

Main Responsibilities:

- Recruitment and Selection
- Talent and Succession Planning Management
- Employee and Labour Relations
- Leave Management
- Remuneration Management
- Manpower Planning and Organisational design
- Employee Relations
- Building Business Partnerships
- Provide Change/Transformation Management Support
- Performance Management and Training and Development
- Employee Wellbeing

Minimum Academic and Professional Qualifications:

- Bachelor's degree in Human Resources, Psychology, Industrial Psychology, Organizational Development, or a related field of study.
- MBA would be an added advantage.

Minimum experience Required:

- At least 6 to 8 years' experience in the HR Management field of which at least 5 years should be in a management role.
- Practical knowledge and understanding of Labour law, Affirmative Action Act, Compensation, organizational planning and employee relations, training, and preventive Labour relations.
- Practical use of HR organisation structure software and payroll software, (Knowledge of Sage 300 People and Employee Self Service (ESS) would be an added advantage)
- Ability to draft HR policies.
- Understanding of Talent and Succession Planning processes will be an advantage.

In return for your skills, as an equal opportunity employer offers a generous remuneration package and attractive fringe benefits in keeping with the position and the company's calibre. Follow the link for the NAMCLEAR Employee Value Proposition - <https://www.namclear.com.na/what-we-offer-our-employees/>

Preference will be given to Namibian citizens and designated persons as prescribed by the Namibian Affirmative Action Act. Interested applicants complying with the requirements mentioned above must forward a detailed CV and motivational letter as one PDF document not bigger than 5MB to hr@namclear.com.na or upload your CV on the NIEIS portal - nieis.namibiaatwork.gov.na

Only shortlisted candidates will be contacted.

CLOSING DATE: 24 April 2024