

## Human Resources Officer

**Position:** Human Resources Officer

**Location:** Windhoek, Namibia

I-TECH Namibia promotes activities that increase human capacity for providing HIV/AIDS clinical care and support through the development of health care worker training systems. With support from the Senior Human Resources (HR) Manager, the HR Officer provides administrative support for all HR operations. All duties are conducted in close coordination with the Senior HR Manager and serve to support the overall objective of ensuring quality service and output is provided to all with regards to HR administrative aspects.

### **Primary Responsibilities:**

- Develop and track internal/external vacancy announcements.
- Assist in hiring processes: interviews, reference checks, employment record verification, skills testing, and paperwork completion.
- Manage probationary period administrative tasks.
- Track and monitor performance appraisal schedules, addressing discrepancies.
- Ensure termination processes meet personnel policy requirements (termination forms, clearance forms, claims).
- Coordinate timesheet processes and verify payroll information accuracy.
- Process payroll inputs, ensure tax compliance, and review data accuracy.
- Act as the first contact for payroll-related employee concerns and service provider coordination.
- Record, update, and maintain personnel files and HR database (salaries, allowances, promotions, etc.).
- Establish and organize new personnel files; archive inactive records.
- Manage work permit/VISA tracking, communication, and application processes.
- Administer national staff benefits such as: leave; medical issues (e.g. extended sick leave, medical reimbursement etc.), insurance, compensation, etc.
- Support the Senior HR Manager in compiling an accurate and comprehensive Affirmative Action (AA) Report for submission.
- Handle correspondence and documentation (filing, data input, reports).
- Review submitted applications and assist with completing employer-required forms for approvals.
- Provide feedback to staff on pending applications and processes.

### **Required Education, Training & Experience:**

- A Degree in Human Resources Management or equivalent, with a minimum of 5 years' experience as an HR generalist.
- Minimum 3 years' experience in payroll processing using SAGE 300 People Management.
- Proven computer skills in Microsoft Word, Excel and Access.
- Detail-oriented and sensitive to confidential information.

- Excellent communications skills to include fluency in Speaking/Reading/Writing in English.
- Strong organizational and time management skills.
- Good human relations skills and proven integrity.
- Previous experience working with an NGO would be an advantage.
- Previous experience in training and development would be an advantage.

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**All email applications should indicate position title in the subject line.**

**Closing Date: 20 December 2024**

***I-TECH Namibia offers an attractive package commensurate with qualifications and experience. Send your CV to [hr@itech-namibia.org](mailto:hr@itech-namibia.org) or deliver it to the following address:  
No. 4 Jackson Kaujeua Street, Windhoek West, Windhoek.***

***NB: Only shortlisted candidates will be contacted.***

***I-TECH Namibia is an equal opportunity employer; people with disabilities and from designated groups are encouraged to apply.***