



VACANCY

WINDHOEKER MASCHINEN FABRIK (WMF 1998) (PTY) LTD

A subsidiary of August 26 Group of Companies

EXECUTIVE: HUMAN RESOURCES

THE POSITION REPORTS TO THE MANAGING DIRECTOR

JOB PURPOSE:

The purpose of the position is to oversee and manage the daily operations and related activities of the Human Resources Department.

KEY ACCOUNTABILITIES:

Recruitment and Selection:

- Maintain up-to-date recruitment progress reports, talent database and all related staffing communication.
- Process all recruitment requests in an effective and timely manner.
- Manage orientation programs for staff and also present HR policies and procedures at the department; and ensure that all staff are made aware of relevant policies and procedures.

Human Resource Information System:

- Monitor timely update of personnel records (personal details, positions, salaries, appraisal outcomes, leave records, training and awards).
- Liaise with other departmental heads to understand all necessary aspects and needs of HR development, and to ensure they are fully informed of HR objectives, purpose and achievements, and are updated of any new policies/procedures.

Performance Management System (PMS):

- Develop and implement an effective system of staff performance evaluation, and link the results of that process to salary review, performance targets, promotion, training and, where appropriate, termination and replacement of employees.
- Review employee bi-annual feedback and develop/amend any policies/procedure, if deemed necessary.

Compensation and Benefits:

- Assist the Finance Department in payroll administration by providing input with respect to attendance, overtime, increment, special payments, etc.
- Provide information to all employees regarding their entitlements.

Training and Development:

- Generate policies and procedures for continuous identification of training needs of the staff.
- Organize appropriate training programs for employees
- Follow up on all training activities and make suggestions for deployment to enhance utility of the human capital of the company.

Employee Relations

- Handle complaints, disputes and grievances of all employees.
- Foster a conducive working environment through employee relations activities and communication.

DIRECTORS: COL P. ANTON, (MANAGING DIRECTOR), EXECUTIVE DIRECTOR

Windhoefer Maschinen Fabrik (WMF 1998) (Pty) LTD, Reg. No 98/325, PO Box 5013, Windhoek, Namibia.

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- Conduct exits interviews with employees leaving the company and provide feedback to their supervisors.
- Develop the company's Welfare policy.

Rules and Regulations

- Review the HR Service Manual on a regular basis and update with any new policies and procedures as per the law of the country, and communicate to employees.
- Maintain awareness and knowledge of latest HR developments (including visa laws), and communicate to relevant employees.

QUALIFICATIONS & EXPERIENCE:

- A Bachelor's degree in Human Resource Management, Organizational Development, or a related field.
- Minimum of 5 years' experience in HR management and/or development.

KNOWLEDGE & SKILLS:

- Understanding of core HR functions like recruitment, selection, training, performance management, compensation, and benefits administration.
- Familiarity with the Namibian Labour Act, its amendments, and related regulations concerning employment.
- Ability to develop and implement HR strategies that align with the organization's overall goals and objectives.
- Proficiency in using HR systems and tools for recruitment, payroll, and other HR functions.
- Knowledge of labor relations, collective bargaining, and conflict resolution.
- Strong communication, active listening, empathy, and relationship-building abilities to interact effectively with employees, managers, and stakeholders.
- Ability to analyze data, identify problems, and develop solutions.
- Capacity to address employee issues, resolve conflicts, and manage difficult situations.
- Ability to lead and motivate HR teams, coach employees, and manage performance.
- Excellent written and verbal communication to effectively convey information, policies, and procedures.
- Strong planning, organizing, and time management skills to ensure HR functions are efficiently managed.
- Ability to negotiate with employees, unions, and other stakeholders.
- Familiarity with the diversity of Namibian culture and the ability to manage a multicultural workforce.
- Understanding of affirmative action principles and practices in Namibia.
- Familiarity with government regulations and requirements related to employment.

Interested persons who meet the requirements are invited to submit a Letter of application, Curriculum Vitae and certified copies of qualifications and ID to:

The Managing Director
13 Bessemer Street
Southern Industrial
Windhoek

Enquiries can be directed to: panton@wmf.com.na or futurecompliance@gmail.com

As per Affirmative Action (Employment) Act, Act 29 of 1998, Namibian Citizens from disadvantaged groups and persons with disabilities will receive preferential treatment and are encouraged to apply.

Only shortlisted candidates will be contacted, and no documents will be returned. No faxed applications will be accepted.

Late applications received after the closing date will not be considered.

WMF reserves the right not to make an appointment.

CLOSING DATE FOR APPLICATIONS: FRIDAY, 27 JUNE 2025