



## **VACANCY: HUMAN RESOURCES MANAGER**

Gecko Namibia Holdings (Pty) Ltd is a 100% Namibian owned company and is an equal opportunity employer. Gecko offers competitive remuneration packages, relative to the successful candidate's skills level and experience. We would like to invite suitably qualified and committed candidates to apply for the above position based in **Swakopmund**.

**Type of Employment:** Permanent  
**Location:** Head Office: Swakopmund  
**Reporting to:** Chief Executive Officer

### **JOB OVERVIEW:**

The main function of the position is to oversee recruitment, employee relations, performance management, training, compensation, compliance and strategic HR planning to ensure a productive and compliant workplace.

### **MINIMUM REQUIREMENTS:**

- Bachelor's degree in Human Resource Management.
- Minimum of 5 years of experience in HR management with a proven track record in handling various HR functions.
- Strong background in payroll and benefits management.
- Experience in training, recruitment and development.
- Proficient in Microsoft Office, VIP Payroll and Evolution Accounting System.
- Familiar with labour-related issues and Namibian Labour Legislation.
- Proven ability to handle disciplinary actions, grievances and disputes.
- High attention to detail and ability to work under tight deadlines.
- Strategic thinker, self-starter and excellent problem-solving skills.
- Strong interpersonal skills; adept at handling difficult situations.
- Valid code 08 driver's license.
- Namibian Citizen

### **MAIN FUNCTIONS OF THE POSITION:**

- Payroll and Benefits Management
- Recruitment Training and Development
- Handling Disciplinary Actions, Grievances and Disputes
- Managing Employment Contracts and HR Services
- Ensuring Affirmative Action Compliance
- Conducting Probation Evaluations and Retrenchments
- Administering Medical Aid and Pension Fund
- Visa- and Permit Applications
- Performing various ad hoc duties as assigned

To apply for this vacancy please visit [www.jobopportunities.net](http://www.jobopportunities.net). Applications for the above position will only be accepted via the recruitment portal, [www.jobopportunities.net](http://www.jobopportunities.net).

**Applications received that do not meet the criteria will not be considered.**

**Only shortlisted candidates will be contacted.**

**Closing date for applications is Friday, 7 February 2025**