



VACANCY: HUMAN RESOURCE OFFICER

Company: Epangelo Mining Company (Pty) Ltd

Job Title: Human Resource Officer

Job Grade: C-Lower

Department: Finance and Administration

Reports To: General Manager: Finance and Administration

Location: Windhoek, Namibia

Closing Date: 15 May 2025

ABOUT EPANGELO MINING COMPANY:

Established in 2008, the company is mandated to be involved in the exploration, mining, beneficiation, and trading of Namibia's mineral resources. Epangelo plays a strategic role in ensuring that the country's rich mineral assets contribute to long-term economic growth and sustainable development. With interests in various mining ventures and projects across Namibia, including gold, uranium, and copper, the company is committed to responsible mining practices, national development, and delivering value for all Namibians.

ROLE PURPOSE:

The Human Resource Officer will play a vital role in managing key HR functions within the Finance and Administration department. This position is responsible for ensuring legal compliance, supporting employee relations and development, and maintaining effective HR administrative systems. The incumbent will contribute to building a positive and cohesive workplace culture through proactive HR practices and efficient service delivery.

KEY RESPONSIBILITIES:

- Maintain accurate and up-to-date HR records and documentation.
- Respond to queries from applicants and employees regarding policies, benefits, and procedures.
- Ensure confidentiality and integrity of HR information and files.
- Conduct periodic audits of HR files for compliance.

- Provide clerical support for HR-related matters within the Company and subsidiaries.
 - Process payroll and respond to payroll-related inquiries.
 - Act as liaison with external benefits and service providers.
 - Manage the full recruitment cycle including job postings, interviews, and onboarding.
 - Collaborate with management to define staffing needs and prepare job descriptions.
 - Serve as primary contact for employee concerns and foster a positive workplace culture.
 - Support performance management, training, and employee development initiatives.
 - Coordinate internal events such as benefits enrollment, employee recognition, and staff functions.
 - Process payments to third parties and ensure timely payroll execution.
 - Perform other related duties as assigned.
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QUALIFICATIONS & EXPERIENCE:

- **Bachelor's degree** in Human Resources or related field with a minimum of **3 years' experience**, OR
 - **Diploma in Accounting** with **5 years' relevant HR experience**.
 - Proven experience in a Human Resources environment.
 - Experience with HRIS/HRMS systems and payroll processing.
 - Proven experience of Sage Business Cloud Payroll Professional (SBCPP) processing
 - Knowledge of basic labour laws.
 - Ability to work independently under pressure and meet strict deadlines.
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CORE COMPETENCIES:

- Excellent verbal and written communication.
 - Strong interpersonal and conflict-resolution skills.
 - Discretion, professionalism, and ability to handle sensitive information.
 - Organizational efficiency and attention to detail.
 - Proficiency in Microsoft Office and HR systems.
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APPLICATION PROCEDURE:

Applications for the above position must be accompanied by a detailed CV and non-returnable certified copies of relevant qualifications. If you meet the requirements for this role and are ready to contribute to the success of our company, please apply through our recruitment portal at www.jobopportunities.net.

CLOSING DATE FOR APPLICATIONS IS 15 May 2025.