

## Administration and Human Resources Assistant - Windhoek

A vacancy exists for an Admin & HR Assistant, reporting to the Manager: Finance and Administration at The Rössing Foundation. The successful candidate will be responsible for providing human resource administration support and services, including the office administration related functions to The Rössing Foundation.

### Key performance areas

- Provide administrative services related to the full Human Resource Management Value Chain including recruitment and selection, induction, employee records, training and development, employee relations, organizational development processes, attrition processes, and the administration and control of policies and procedures.
- Support and maintain the accuracy of payroll data and adhere to processes, standard operating procedures and policies of the department.
- Provide quality administrative and project-related support to the Manager: Finance and Administration, with a high level of confidentiality.
- Maintain a confidential record system and accurate archives and look for ways to improve current database and systems.

### Minimum requirements

- A recognized Diploma in Human Resources, Behavioural Sciences, or a related field.
- Three (3) years of relevant working experience in the human resources administrative environment or field.
- Prior working knowledge of payroll systems will be an advantage.

### Core Competencies

- Conflict management skills.
- Analytical Skills.
- Organizational skills.
- Administrative Skills.
- Interpersonal Communication.

### To apply

- Please submit your curriculum vitae and certified copies of qualifications with a cover letter clearly indicating the position you are applying for to e-mail: [hr@rf.org.na](mailto:hr@rf.org.na)

**Preference is given to candidates from designated groups in line with the Foundation's policy on employment equity.**

**Application closing date – 25 July 2025**