

VACANCY:
DUTY STATION:
DURATION:

GRADUATE: HUMAN CAPITAL
OTJIWARONGO
ONE (1) YEAR CONTRACT

PURPOSE:

To provide support to the Human Capital team across a range of HR functions, including recruitment, employee relations, performance management, training coordination, and HR administration, while gaining exposure and practical experience in line with the Namibia Labour Act and CENORED's HR policies.

KEY RESPONSIBILITIES:

HR RECORDS & FILING

- Maintain and update employee personnel files (electronic and physical).
- File correspondence, contracts, disciplinary documents, and performance records securely.
- Ensure all records comply with legal and audit requirements.

RECRUITMENT & ON-BOARDING

- Assist in drafting job adverts and scheduling interviews.
- Participate in screening applications and reference checks.
- Prepare onboarding documents and assist during induction sessions.

BENEFITS ADMINISTRATION

- Assist with enrolments and withdrawals for medical aid, provident fund, and Social Security.
- Maintain benefit records and liaise with external service providers.
- Ensure changes are captured accurately for payroll.

GENERAL HR SUPPORT

- Attend departmental meetings and take minutes.
- Assist in planning HR-related events (e.g. wellness days, employee recognition).
- Support data collection for reports and audits.

LEARNING OUTCOMES

- Understand and apply HR procedures in a corporate environment.
- Interpret and work within the Namibia Labour Act.
- Communicate professionally with internal and external stakeholders.
- Manage sensitive information with discretion and accuracy.

Company Registration no: 2003/0153

Directors: K. P. Iyambo (Chairperson), A. Howoseb (Deputy Chairperson), F. Mbango (Chief Executive Officer)
A. Barlow, V. Gabriel, T. Lungameni, W. Haulofu, F. K. Kamati, A. Tjitombo, G. U Hoko
B-O Mapoha (Legal Compliance Officer/Company Secretary)

Shareholders: Tsumeb Municipality, Grootfontein Municipality, Otjiwarongo Municipality, Outjo Municipality, Khorixas Town Council, Okakarara Town Council, Otavi Town Council, Kamanjab Village Council, Otjozondjupa Regional Council, Kunene Regional Council, Oshikoto Regional Council, NamPower, Okahandja Municipality



MINIMUM REQUIREMENTS:

- Qualification: Bachelor's Degree in Human Resources Management, Industrial Psychology, or equivalent.
- Experience: Previous internship experience in HR and must have graduated **within the past 2 years and valid driver's license will be an added advantage.**
- Knowledge: Basic understanding of HR principles and Labour legislation.
- Technical Skills: MS Office proficiency (Word, Excel, Outlook); familiarity with SAP HRIS software is a plus.
- Behavioral Competencies: Eagerness to learn, good interpersonal skills, attention to detail, professionalism, high level of confidentiality & integrity.

APPLICATION INSTRUCTIONS:

Interested and qualified candidates should submit:

- A detailed CV
- Cover letter/motivation
- Certified copies of qualifications, testimonials and academic transcripts.
- Latest certified copy of an ID and valid driving license.

CENORED is an equal opportunity employer and previously disadvantaged people are encouraged to apply.

Interested and qualified applicants are required to submit their applications to:

Human Capital Section

P. O. Box 560

Otjiwarongo

Or Email: hr@cenored.com.na Or Hand Deliver their applications accordingly

Closing Date: Friday, 08th August 2025 @ 16h30