

NORED Electricity, Pty (Ltd) the torch bearer of Namibia's Regional Electricity Distributors (REDs) in Southern Africa, believes in smart partnership and in the future of Africa now and tomorrow. Suitable qualified candidates are hereby invited to apply for the following positions.

POSITION : SENIOR HUMAN RESOURCES OFFICER
DEPARTMENT : HUMAN RESOURCES
GRADE : C5
DUTY STATION : HEAD OFFICE
CLOSING DATE : 24 OCTOBER 2025

Main Purpose of the position:

To assist the HR Manager to optimally achieve attraction, retention & development of staff/human capital, as well as the efficient administration of specific HR processes. This entails administration of staff matters concerning remuneration, benefits & records, employee wellness, employee relations, human resource management practices & support services.

Key Performance Areas:

- Recruitment and selection
- HR Administration and support services
- Manages Conditions of service and General Communication
- Handles employee wellness
- Payroll input and Administration
- Staff Supervision

Minimum Educational Qualifications:

- Degree in Human Resources Management or equivalent qualification

Minimum Experience Required:

- 4 years in a human resources position and 3 years supervisory experience

Special Requirements:

- Code BE Driver's License

Persons from disadvantaged groups are encouraged to apply.

If you meet the above requirements, kindly submit a detailed CV accompanied by a Cover letter and certified copies of the required

Qualification to: **The Chief Executive Officer NORED Electricity (PTY) LTD | PO BOX 639 ONDANGWA, NAMIBIA**

Or

Hand deliver to: NORED Head Office, Ondangwa: Reception

Enquiries: Mr. B. Sitambi

Tel 083 282 2100

NB: E-MAILED OR FAXED APPLICATIONS WILL NOT BE ACCEPTED AND ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED. PERSONAL DOCUMENTS WILL NOT BE RETURNED.