



## **VACANCY: HR MANAGER**

**Company: Bachmus**

**Location:** Walvis Bay, Namibia

---

### **Company Introduction**

Bachmus, based in Walvis Bay, operates a large-scale **Fuel Network** that supports secure, efficient, and reliable fuel distribution across Namibia and neighboring regions. The company plays a vital role in maintaining continuity of fuel supply through strong governance, operational discipline, and compliance with industry and labour regulations.

Bachmus is committed to operational excellence and people development and seeks a skilled and detail-oriented **HR Manager** to strengthen human resources management within the Fuel Network division.

---

### **Role Purpose**

The HR Manager is responsible for providing comprehensive Human Resources management and administration services across the full HR value chain. The role works closely with management to support employment, staffing, labour relations, payroll oversight, compliance, performance management, and strategic HR planning in alignment with organisational objectives.

---

### **Key Responsibilities**

#### **Human Resources Management & Administration**

- Manage the full HR value chain, including recruitment, onboarding, employee records, contracts, and exits.
- Ensure accurate HR administration, reporting, and recordkeeping.
- Develop, implement, and maintain HR policies and procedures in line with legislation and company standards.

## **Recruitment & Staffing**

- Manage recruitment, selection, and placement processes for operational and support roles.
- Coordinate interviews, appointments, and induction programmes.

## **Employee Relations & Labour Compliance**

- Manage employee relations, disciplinary processes, grievances, and dispute resolution.
- Ensure full compliance with the Namibian Labour Act and related legislation.
- Advise management on labour relations matters and best practices.

## **Performance Management**

- Coordinate performance management systems, appraisals, and development plans.
- Support line managers with performance improvement initiatives.

## **Training & Development**

- Identify training and skills development needs.
- Coordinate internal and external training initiatives and support succession planning.

## **Compensation, Benefits & Payroll Oversight**

- Manage employee compensation and benefits structures.
- Oversee payroll administration in collaboration with Finance.
- Ensure accurate and effective use of **SAGE Payroll Professional**.

## **Strategic HR Planning**

- Align HR strategies, workforce planning, and policies with organisational goals.
- Provide HR reports, insights, and recommendations to management.

---

## **Minimum Requirements**

- Minimum **5 years' experience** in Human Resource Management at **management level**.
- **Degree in Human Resource Management (NQF Level 7)** or a related qualification.
- **Namibian citizen** (mandatory).
- Sound knowledge of **Labour Relations, HR Administration, Payroll, and Recruitment**.
- Proven experience with **SAGE Payroll Professional**.
- Strong proficiency in **Microsoft Office (Word, Excel, Outlook)**.
- Excellent communication, leadership, and interpersonal skills.
- Valid driver's license.
- Police Clearance Certificate

---

## **Additional Requirements**

- High level of integrity and ability to handle confidential information.
- Strong organisational, analytical, and problem-solving skills.
- Ability to work independently and under pressure.
- Professional conduct aligned with company policies and code of conduct.

---

## **Application Procedure**

Interested candidates must apply via [www.jobopportunities.net](http://www.jobopportunities.net) and submit:

- A detailed CV
- A cover letter outlining suitability for the role
- Copies of relevant qualifications

---

## **Closing Date**

**14 January 2026**

Only shortlisted candidates will be contacted.