



WE ARE HIRING

Ondangwa Private Hospital is an equal opportunity employer and invites a proactive, professional, caring, ethical people to apply for the following position:

POSITION: HUMAN RESOURCES OFFICER

Purpose of the Position

The Human Resources Officer provides HR operational and administrative support, ensuring accurate HR administration, policy implementation and compliance with labour legislation.

Key Performance Areas:

- Administration and coordination of recruitment processes, including shortlisting support, interview logistics, induction and probation administration.
- Payroll administration support, including employee data maintenance, payroll inputs, verification and liaison with Finance and third-party providers.
- Administration of employee benefits, statutory registrations and terminations (e.g. Social Security, ITAS, medical aid, pension funds).
- Administration of employee performance management processes, including documentation control, tracking and record keeping.
- Administration of employee wellness initiatives and coordination of related activities.
- Disciplinary administration support, including preparation of documentation, record keeping and coordination of hearings.

- Implementation of approved HR policies, procedures and SOPs, ensuring consistent application across departments.
- Preparation of routine HR reports and audit documentation.

Qualifications, Skills, Competencies and Experience requirements:

- Bachelor degree in Human Resources Management or related field
- Minimum three (3) years' HR operational experience
- Knowledge of Namibian labour legislation and HR administration
- Experience in payroll inputs, recruitment and employee records management
- Knowledge of Sage 300 people and Binary Clocking System will be an added advantage
- Strong administrative, communication and organizational skills
- High level of accuracy, confidentiality and professionalism

Should you meet the above-mentioned requirements, kindly submit your CV and all certified supporting documents to the Human Resource Department, Ondangwa Private Hospital, P.O. Box 4027 Ondangwa, or forward them via e-mail to:

recruitment@oph.com.na (Attached as one pdf file).

Closing Date: 13 February 2026

People living with disabilities are encouraged to apply.

Only short-listed candidates will be contacted. Should you not hear from us within four weeks after the closing date, please consider your application unsuccessful.

