



VACANCY: Human Resource Officer

We are looking for a HR Officer to join our tribe at **ultimate.earth** , previously known as **Ultimate Safaris**.

Our Human Resource Officer shall embody the culture and values of the Ultimate Tribe, while responsible for the overall departmental functions including payroll processing. This role shall be based in Windhoek with regular travel to various establishments to engage with fellow tribe members.

Responsibilities:

- **On-boarding and Off-Boarding Management** – with the assistance of the human resource administrator, strive to efficiently acquire talent which aligns with the tribe philosophy and business strategy.
- **Payroll and Benefits Management** - ensure accurate and timely processing of salaries, statutory deductions, as well as third party reconciliations inclusive of medical aid and pension processes.
- **Department and Employee File Management** - maintain accurate HR and payroll records, reports, supporting documentation such as training & development, leave administration, employee reviews and exit processes.
- **Legislative Compliance and Company Policy** – with the human resource manager ensure legislative compliance and consistent application of company policies and procedures.
- **Wellness Engagement** – develop and maintain engaging programs which supports the entire tribe.
- **People and Culture** – ensure the HR Department drives employee relation management initiatives in accordance with the tribe philosophy with alignment to CSR projects.
- **Employee and Industrial Relations** – grievance procedure management and corrective action review and recommendations, as well as assisting the human resource manager with any external engagements.

Requirements:

- Must be a Namibian citizen.
- Driver's License Code B
- Grade 12 with a minimum of 25 points, Diploma in Human Resource Management and a minimum of 5 years' experience in a generalist role with 3 years' experience in payroll.
- Experienced application of the Namibian Labour Act, SSC, AA, VET as well as employee benefits administration.
- Excellent financial administration and accurate record keeping.
- MS Office, Payroll and HR software experience is required.
- Excellent spoken and written English, with effective communication abilities to guide development.
- Attention to detail, excellent organizational skills, good communication skills and outstanding time management abilities.
- Reliable and confidential professional who is employee centric.

Package:

- Market related salary with
 - Medical aid and Pension contributions
 - Long Service Awards (14th Cheques)
 - Performance based annual bonus (13th Cheques)

Forward your comprehensive CV, application letter with supporting documents to manfred@ultimate.earth **subject heading HR Officer**.

Closing Date: Friday, 22 May 2026