

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	:	ASSISTANT HUMAN RESOURCES OFFICER
DEPARTMENT	:	HUMAN RESOURCES
GRADE	:	C2
DUTY STATION	:	HEAD OFFICE
CLOSING DATE	:	19 AUGUST 2026

Main Purpose of the position:

To provide an administrative support service in the area of recruitment and selection and personnel /payroll administration as defined.

Key Performance Areas:

- Recruitment, selection and placement
- HR Records & Administration Data (including benefits)

Minimum Educational Qualifications:

- Grade 12 with 22 points and an E symbol in English,
- Diploma in Human Resource Management

Minimum Experience Required:

- 2 years in an administrative position with emphasis on human resources work

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: Ms. S.N. Johannes

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.**