

Human Resources Officer

The Human Resources Officer will assist with managing and supporting the College's employees, contributing to a positive, effective and productive school environment.

Reports to: Business Manager

Position available from: 1 January 2027

Required qualifications and experience:

- A degree in Human Resources Management, Industrial Psychology, or similar. An Honours degree will be an advantage.
- Five (5) years or more experience, preferably in an educational environment.

Our ideal candidate will have:

- A thorough understanding of HR best practices in the Namibian context.
- Experience working with unions and Government Ministries.
- Knowledge of Employment Permit requirements and procedures.
- Understanding of labour laws and Affirmative Action processes.
- Ability to work within the school's financial and administration systems.
- Proficiency in written and spoken English, with good attention to detail.
- Excellent communication and inter-personal skills.
- A commitment to uphold the Christian ethos and values of the College.

Duties include:

- Staff recruitment and retention processes.
- Records and administration (including payroll and benefits issues).
- Leave applications and processing.
- Employee procedures and systems (professional development and training, performance review and management, organisational guidelines).
- Employment Permit processes for non-Namibian staff.
- Review all HR-related policies and procedures.
- Compliance with employment and education regulations.

Apply here: [Job Application - Human Resources Officer](#)

Applications close on 2 October 2026.

Only short-listed candidates will be contacted.