



VACANCY: TRIBE HR Partner

The incumbent is responsible for ensuring that the organizational culture and values are part of the way all employees communicate with each other. This philosophy should be visible from the on-boarding of employees, and it shall guide all employee relations. The processing of payroll, human resource admin and assistance with industrial relations form part of this generalist role with the primary focus area being learning and development.

This role shall be based in Windhoek with regular travel to various establishments to engage with our tribe across departments.

Responsibilities:

- **Learning and Development** – coordinate internal/external training initiatives, training needs analysis, update training database, conduct inductions and facilitate tribe performance reviews.
- **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.
- **Talent Acquisition** - On-boarding and Off-Boarding Management – with the assistance of the human resource administrator, strive to efficiently acquire talent which aligns with the company 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.
- **Legislative Compliance and Company Policy** – with the human resource manager ensure legislative compliance and consistent application of company policies and procedures.
- **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 or within the learning and development department.
- 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, HR software experience is advantageous.
- 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.

Cost to Company Package:

- Market related salary
- Medical Aid and Pension
- Performance based annual bonus
- Long Service Awards

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

Closing Date: Friday, 9 October 2026