BOKOMO™

WE ARE HIRING

CAREER OPPORTUNITY

At Bokomo Namibia, a joint venture between the Frans Indongo Group (Namibia) and PepsiCo Inc, you get the best of both worlds: an entrepreneur's mindset plus reach and resources through our worldwide network. Bring your unique perspective. Bring curiosity. Bring ingenuity, and drive. We'll give you a platform to be daring.

Graduate: Human Resources

The Human Resources Graduate will play a vital role in supporting the Human Resources department in various aspects of human resources operations and initiatives. This fixed-term, entry-level position is designed to provide you with exposure to different human resources functions, helping you develop a strong foundation in human resources management.

Key Responsibilities

- **Recruitment & Onboarding:** Support vacancy advertising, screen applications, coordinate interviews and candidate communication, and take part in the onboarding of new employees;
- **Employee Relations & Engagement:** Responsible for maintaining employee records, support the resolution of employee queries, and contribute to a positive work environment and employee engagement;
- **Training & Development:** Assist with organising training sessions and workshops, tracking training progress and implementing employee development programmes;
- **Human Resources Administration:** Maintain human resources databases and filing, manage the recruitment mailbox and applicant correspondence, and assist with reports, presentations and policy documentation;
- **Benefits & Compensation:** Support benefits enrolment and changes, and keep compensation data up to date;
- **Compliance:** Help ensure compliance with labour laws, regulations and company policies, and keep employment records accurate;
- **Projects:** Take part in human resources projects aimed at improving processes, working closely with the wider team.

Qualifications, Skills and Attributes Required

- Bachelor's degree in Human Resources, Business Administration, Psychology, or a related field.
- Excellent written and spoken English.
- Proficiency in Microsoft Office (Word, Excel, PowerPoint and Outlook).
- Strong communication, interpersonal and organisational skills, with attention to detail.
- Ability to handle sensitive and confidential information with discretion.
- Enthusiastic, proactive team player who is eager to learn.



Closing date: 13 November 2026

Submit Your Application

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