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.

Officer: Human Resources

Reporting to the **Executive: Human Resources**, the **Human Resources** Officer is responsible for reliable, accurate and timely human resources administrative support, which is well coordinated, administered and processed efficiently, according to company and legislative requirements for all employees at all levels within the Business Unit.

Key Responsibilities

- **Recruitment & Selection:** Coordinate end-to-end recruitment for assigned departments, including job descriptions, advertising, interviews, reference checks, pre-employment background screening, offers and letters of appointment;
- **Onboarding & Induction:** Manage the employee take-on process, induction and onboarding of new employees, including Bokomo Way training;
- **Benefits & Insurance:** Administer Provident Fund membership, disability claims and employee insurance claims, acting as the primary contact with insurers;
- **Personal Protective Equipment & Tools of Trade:** Manage stock-taking, issuing and registers of personal protective equipment and tools of trade;
- **Employment Equity:** Coordinate quarterly Affirmative Action meetings and training, and assist with the compilation of the yearly Affirmative Action report;
- **Training:** Coordinate the training needs analysis, training plans, training vendors, statutory training and the Namibia Training Authority Vocational Education and Training levy;
- **Graduate & Intern Mentorship:** Mentor, coach and track the progress of human resources graduates and interns;
- **Human Resources Administration & Governance:** Maintain accurate human resources records, information systems and organisation structures, ensuring statutory and audit compliance;
- **Employee Engagement:** Drive the engagement strategy, recognition programmes, engagement events and the annual engagement survey;
- **Employee Relations:** Support the Manager: Employee Relations with discipline, grievances, investigations, absenteeism management and labour law compliance, and manage routine employee relations matters when required.

Qualifications, Experience and Skills Required

- Degree in Human Resource Management.
- Three to five years' relevant human resources experience.
- Computer literate in office programs.
- Excellent negotiation and communication skills.
- Sound knowledge of relevant labour legislation, policies and procedures.
- Strong planning, organisational and interpersonal skills.

Lesley Vermeulen

Digitally signed by Lesley Vermeulen
Date: 2026.10.27 16:52:45 +02'00'

Closing date: 13 November 2026



Submit Your Application

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