

VACANCY: HR OFFICER
Location: Windhoek, Namibia
Employment Type: Full-time
Recruitment Managed By: Tara Nawa Recruitment
Closing Date: 25 November 2026 at 7:00PM

ROLE PURPOSE
Our client, a well-established organisation based in Windhoek, is seeking an experienced and highly organised **HR Officer** to take responsibility for human resources administration, payroll processing, labour compliance, employee records, time and attendance, recruitment administration and workforce-related reporting.
The successful candidate will play an important role in maintaining payroll integrity, accurate employee records and compliance with Namibian labour legislation and internal company policies.
Knowledge and practical experience of Sage VIP Payroll is non-negotiable.
Preference will be given to candidates with previous **hospitality industry experience**.

KEY RESPONSIBILITIES
Payroll Administration
- Manage and process the full monthly payroll using **Sage VIP Payroll**.
- Maintain employee master records and capture salary adjustments, overtime, allowances, deductions and garnishees.
- Process leave transactions, employee benefits, tips and commissions.
- Reconcile payroll reports and verify payroll information before final submission.
- Ensure accurate PAYE, Social Security and pension-related information.
- Ensure payroll is completed accurately and within required deadlines.

Human Resources Administration
- Manage recruitment, onboarding and employee induction processes.
- Maintain complete and accurate personnel files and employee records.
- Administer employment contracts, job descriptions and employee documentation.
- Support performance management, employee relations and disciplinary administration.
- Coordinate employee training and development activities.
- Assist with staff wellness and employee engagement initiatives.

Time & Attendance
- Manage time and attendance records.
- Verify timesheets, clocking records and overtime.
- Follow up on missing or incomplete attendance information.
- Ensure overtime is properly authorised before payroll processing.

Labour Compliance
- Ensure compliance with the Namibian Labour Act and applicable employment legislation.
- Maintain accurate leave, disciplinary and employment records.
- Assist with labour-related matters and liaise with external labour consultants where required.
- Support Employment Equity, Social Security, PAYE and Health & Safety compliance.
- Maintain proper HR documentation for internal and external audits.

Reporting & Management Information

- Prepare monthly HR and payroll reports.
- Report on headcount, labour costs, overtime, leave liabilities, vacancies and staff turnover.
- Maintain confidentiality of all employee, salary, disciplinary and personal information.
- Provide management with accurate workforce information for decision-making.

MINIMUM REQUIREMENTS

- Relevant qualification in **Human Resources, Human Resource Management, Business Administration or a related field**.
- **Minimum of 5 years' relevant Human Resources and payroll experience.**
- **Strong working knowledge and practical experience in Sage VIP Payroll is non-negotiable.**
- Sound knowledge of **Namibian labour legislation and HR administration practices**.
- Experience in payroll processing, employee records, leave administration and time-and-attendance management.
- Strong Microsoft Office skills, particularly Excel.
- Excellent administrative, organisational and record-keeping abilities.
- High level of accuracy, confidentiality and attention to detail.
- Strong communication and interpersonal skills.
- Ability to work independently and meet strict payroll and reporting deadlines.

ADDITIONAL REQUIREMENTS

- Previous experience within the **hospitality industry will be a strong advantage.**
- Candidates must be able to demonstrate at least **5 years of relevant HR/payroll experience**.
- Applicants must be based in Windhoek or willing to relocate to Windhoek.

HOW TO APPLY

Applications for this role are exclusively accepted through our recruitment portal at **www.jobportunities.net**.

Closing Date: 25 November 2026 at 7:00PM

Only shortlisted candidates will be contacted.

This recruitment process is being managed anonymously on behalf of our client by Tara Nawa Recruitment.