UIS TIN MINING COMPANY

Internal & External Vacancy
(HR Generalist)

Uis Tin Mining Company Pty Ltd, an equal opportunity employer situated in the Erongo Region, invites competent and suitably qualified candidates to apply for the position of **HR Generalist**. The position reports to the **HR Manager.**

Key Responsibilities:

- Coordinate recruitment, including advertising, screening, interviews, reference checks and employment offers.
- Maintain recruitment records and trackers, and report vacancies on NIEIS.
- Support Employment Equity and Affirmative Action reporting.
- Provide employee relations advice and assist with disciplinary hearings and appeals.
- Maintain constructive relationships with employees, union representatives and key stakeholders (internal and external).
- Coordinate inductions, probation and performance reviews.
- Provide monthly payroll inputs and assist with timesheet reviews.
- Administer employee benefits, including medical aid, provident fund and Social Security.
- Address employee queries and maintain confidentiality of employee information.
- Coordinate employee pre-employment requirements, exit interviews, and exit medicals.
- Managing employees on light-duty and coordinate medical follow-ups.
- Maintain employee files and administer employee accommodation and PPE for new hires.
- Supervise HR Assistant, Site office cleaners and HR administration functions .
- Coordinate talent management, succession planning and career development initiatives.
- Ensure compliance with HSEC requirements and company safety procedures.
- Conduct weekly Visible-Felt Leadership observations.

Key Requirements:

- Bachelor's degree (NQF level 7) in Human Resources Management, Industrial Psychology, or a related field.
- Minimum of five (5) years' relevant generalist HR experience with strong employee relations experience
- Minning or remote-site experience will be an advantage.
- Thorough knowledge of Namibian labour legislation.
- Computer literacy in Ms package and HRIS systems.
- Effective written, verbal and interpersonal communication skills.
- Strong negotiation, communication, conflict resolution and stakeholder management skills.
- Ability to work independently and meet tight deadlines.
- Demonstrated ability to maintain confidentiality.
- Valid Code B Driver's Licence.
- A valid police clearance certificate, not older than 6 months.

To apply for this vacancy please visit www.jobportunities.net, Uis residents and people from previously disadvantaged designated groups are encouraged to apply. Applications for the above positions will only be accepted via the recruitment portal, www.jobportunities.net. Your application should be accompanied by a cover letter, detailed CV, and certified copies of relevant qualifications. Only shortlisted candidates will be contacted and no CVs or attached documents will be returned. Please consider your application unsuccessful if you are not contacted within 2 weeks of the closing date.

Closing date for applications: 25 November 2026