

# HUMAN RESOURCES COORDINATOR

## Fixed term contract

### The Organisation

A well-established Namibian based leading consultancy, providing services to both local and international clients. The organisation has established a strong reputation and superior position in the market for placing high-calibre professionals and finding effective, high-impact workforce solutions for various clients across sectors. Their driving purpose is to ensure meaningful and sustainable workplace collaboration between organisations and talent. For more than 20 years, they have remained committed to their uncompromising pursuit of excellence, knowledge leadership, and integrity to consistently amplify potential.

### The Region

Khomas Region | Windhoek

### The Role

As the Human Resources Coordinator, you will report to the Senior Human Resource Specialist and play a key role in supporting the organisation's overall HR function. Your responsibilities will include implementing personnel management practices, supporting leave and attendance administration, assisting with payroll processing, and handling employee relations matters. You will also facilitate staff induction, conduct annual staff verification exercises, and maintain well-organised HR records and filing systems. Additionally, you will provide HR administrative support to client-facing units and external stakeholders involved in the Cooperative Agreement (CoAG). A sound knowledge of Namibian labour laws and experience with HR and payroll systems are essential. Success in this role requires strong organisational skills, attention to detail, and excellent interpersonal abilities. This opportunity is ideal for a detail-oriented and hardworking individual eager to contribute to a dynamic and supportive team.

#### Key areas of focus:

- **Staff Administration:** Conduct annual staff verification to ensure accurate records and compliance by validating personal details, employment status, and updating documentation.
- **Onboarding & Orientation:** Facilitate HR induction for new employees by preparing materials, coordinating sessions, and ensuring timely completion of paperwork.
- **Project Support:** Understand project needs, including financial aspects, to provide relevant HR support and assist in monitoring project-related HR activities.
- **Records Management:** Maintain organised, confidential HR records with effective filing and regular updates to ensure compliance with policies and legal requirements.
- **Administrative Support:** Assist in procurement and logistics by managing vendor communication, preparing documentation, and ensuring timely delivery of resources.
- **Compliance & Documentation:** Administer work permits and visas in line with Namibian immigration laws, including application preparation and liaison with authorities.
- **Employee Relations:** Address HR-related queries and provide first-line support to staff, escalating complex issues to the Senior HR Specialist as needed.
- **HR Operations:** Oversee HR administrative functions and support service delivery by implementing procedures and contributing to operational efficiency.
- **Payroll Support:** Support payroll processing by verifying time records, allowances, and deductions, while maintaining confidentiality.
- **Recruitment Support:** Assist with end-to-end recruitment by coordinating postings, interviews, screenings, and preparing employment contracts.

### What We Are Looking For

#### Minimum requirements:

- Bachelor's degree in Human Resources, Business Administration, Commerce or related field
- Minimum of 2 years' experience in HR administration and support services
- Experience with payroll processing systems
- Knowledge of labour laws and HR best practices
- Proficiency in English
- Experience using Sage 300 People and / or other Sage personnel software would be an advantage.

#### Competency requirements:

- High ethical and integrity standards.
- Competency in Microsoft applications including Word, Excel, and Outlook.
- Strong facilitation, coaching and training skills.
- Highly organised and detail oriented.
- Results driven and excellence oriented.
- Innovative mindset and willingness to embrace new learning.
- Engaging and hands-on leadership.
- Highly motivated individual with strong work ethic.
- Execute work with efficacy and emotional intelligence.
- Ability to be independent, take initiative and apply good judgment in decision-making.

### Interested in Pursuing this Opportunity?

Closing date: **05 June 2025**

Follow the application instructions on the Potentia website [www.potentia.com.na](http://www.potentia.com.na) and upload a copy of your CV and supporting documents.

**All applications must be accompanied by a comprehensive curriculum vitae, certified copies of educational qualifications and other supporting documents. All foreign qualifications must be evaluated by the Namibia Qualification Authority (NQA).**

Suitably qualified applicants from designated groups as defined in the Affirmative Action (Employment) Act, Act of 29 of 1988 are encouraged to apply. Only electronic applications and CVs submitted via the Potentia website will be accepted. Please consider your application unsuccessful if you are not contacted within 2 weeks of the closing date. Please note that our partner reserves the right to only employ individuals who fall within their retirement age guidelines and policies. Our client also reserves the right not to make any employment offer or appointment.