
Walvis Bay Salt - an equal opportunity employer - through its subsidiary operating companies, is the largest producer of solar sea salt in Sub-Saharan Africa. Inclusive of its value addition processes the Group's annual output is more than 1 million tons of product.

Walvis Bay Salt Refiners (Pty) Ltd is offering a graduate student the opportunity to gain practical experience and foundational knowledge in Human Resources and Data Capturing in a salt field operation. This intern will report to the Human Resource Manager.

Areas of Exposure and Skills Development

- Employee onboarding
- SHEQ induction training and training assessments
- Fixed Term Employment administration
- Employee communication
- Minute taking, data capturing and report writing
- Scheduling arrangements: school visits, training, certificates etc.
- Document control and HR system maintenance
- Capturing of security access documentation: entries, exit, proforma clarification and vehicle exit
- Recording of pre-start inspection and SHEQ data
- Coordinating wellness initiatives
- Administration of fitness assessments
- Assisting with *ad hoc* HR duties as required

Program Minimum Requirements:

- Diploma in Human Resource Management from an accredited tertiary institute
- Namibian citizen
- Computer literate
- Valid driver's license
- Team player: promoting and participating in the achievement of the Company's Vision, Mission and Values

Location: Walvis Bay

Closing Date: 4 June 2025

To apply for this position please visit: https://jobopportunities.net/jobs_search.aspx.

For assistance on the portal, please contact the Tara Nawa team at +264 (064) 402 403.

- The Company reserves the right not to fill this position.
- Only short-listed candidates will be notified, and no documentation will be returned.
- **Persons who are living with a disability/impairment are encouraged to apply and will receive preference for placement, given the Company can accommodate the disability. Candidates should please clearly indicate the nature of the disability in the CV.**