

NORED Electricity Pty (Ltd) the torch bearer of Namibia's Regional Electricity Distributors (REDs) in Southern Africa, believes in smart partnership and in the future of Africa now and tomorrow. Suitable qualified candidates are hereby invited to apply for the following positions.

POSITION : SENIOR HUMAN RESOURCES OFFICER
DEPARTMENT : HUMAN RESOURCES
GRADE : C5
DUTY STATION : HEAD OFFICE
CLOSING DATE : 10 MARCH 2026

Main Purpose of the Position

To assist the HR Manager to optimally achieve attraction, retention & development of staff/human capital, as well as the efficient administration of specific HR processes. This entails administration of staff matters concerning remuneration, benefits & records, employee wellness, employee relations, human resource management practices & support services.

Key Performances Areas

- Recruitment and selection
- HR Administration and support services
- Manages Conditions of service and General Communication
- Handles employee wellness
- Payroll input and Administration
- Staff Supervision

Persons from disadvantaged groups are encouraged to apply.

If you meet the above requirements, kindly submit a detailed CV accompanied by a Cover letter and certified copies of the required

Qualification to: **The Chief Executive Officer NORED Electricity (PTY) LTD | PO BOX 639 ONDANGWA, NAMIBIA**

Or

Hand deliver to: NORED Head Office, Ondangwa: Reception

Enquiries: Ms. S.N. Johannes

Tel 083 282 2100

NB: E-MAILED OR FAXED APPLICATIONS WILL NOT BE ACCEPTED AND ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED.

PERSONAL DOCUMENTS WILL NOT BE RETURNED.

Minimum Educational Qualification & Experience:

- Degree in Human Resources Management or equivalent qualification

Special Requirements:

- 4 years in a human resources position

Legal and Aptitude Requirements:

- Driving License code BE

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