

Rosh Pinah Zinc, a leading mining company, is seeking a skilled **Human Resources Superintendent** to join our dynamic team. The successful candidates will play a pivotal role in our operations.

INTERNAL & EXTERNAL VACANCY SUPERINTENDENT: HR

Your key areas of responsibility:

- Build and manage stakeholder relationships with management across areas of accountability, cross functional teams and HR colleagues.
- Manage the recruitment and selection process and talent management strategy, to ensure optimal sourcing of the right people in the right positions at the right time.
- Ensure adherence to the performance management system and process by providing continuous support to assigned departments.
- Provide guidance to Line Management on HR processes and tools.
- Advise on appropriate charges with reference to the Disciplinary Code, ensuring charges are specific, factual, and consistent, ensuring that all disciplinary and grievance issues are attended to and resolved timeously.
- Advise Line Management and Senior Leadership Team on creating and maintaining a conducive environment for talent attraction and retention.
- Ensure company compliance to all labor practices, procedures, and policies.
- Act as a change agent and change leader in support of departments' organizational changes.
- Ensure effective implementation of employment equity targets and objectives and promote the compliance to the Affirmative Action Plan.
- Implement the HR strategic plan, projects and initiatives to positively add value to RPZ.
- Partner with key stakeholders within departments to ensure that all HR projects are appropriately communicated and implemented.



Ideally, you will have:

- Honors Degree in Human Resource Management, Industrial Psychology or related field at NQF Level 8.
- A relevant Postgraduate Qualification will be an added advantage.
- A minimum of eight years' generalist HR experience, of which 3 years should have been in middle management capacity.
- Demonstrated experience in recruitment, performance management, and disciplinary and grievance handling.
- Experience in a mining, heavy industry, or other unionised environment is required.
- Working knowledge of the Namibian Labour Act No. 11 of 2007 and the Affirmative Action (Employment) Act.
- Sound understanding of disciplinary, grievance, and incapacity management procedures.
- Familiarity with HRIS platforms; Workday experience is advantageous.
- Professional Registration with an accredited HR body.
- Valid Driver's License.

To apply for the position, submit a compliant application with a cover letter through the recruitment portal www.jobopportunities.net. If there is no contact within 2 weeks after closing date, consider your application unsuccessful. Candidates from designated categories are encouraged to apply.

Closing date: 27 July 2026