

# **WE ARE HIRING!**

## **GROUP HR & ADMIN OFFICER**

Deopharma is looking for an experienced, organised and trustworthy Group HR & Admin Officer to manage and coordinate key human resources and administrative functions across the group.



The successful candidate should be able to work independently, handle confidential employee information professionally, and ensure that HR processes are administered accurately and in accordance with Namibian labour legislation.



### **TO APPLY**

Please email the following:

- ✓ Updated CV
- ✓ Contactable employment references
- ✓ Copies of any relevant qualifications or supporting documents



**Email: [johannes@strategicnam.com](mailto:johannes@strategicnam.com)**



**Closing Date:  
Thursday, 3 September 2026**

**Only candidates who meet the minimum requirements will be considered for shortlisting.**



## KEY RESPONSIBILITIES

- Recruitment, onboarding and preparation of employee contracts
- Payroll administration using Sage VIP
- Management of employee records, leave and staff matters
- Calculation and administration of sales representative commissions
- Preparation and coordination of monthly staff rosters
- Disciplinary procedures and employee communication
- Implementation and administration of HR policies and procedures
- Ensuring compliance with Namibian labour legislation
- General HR and administrative support across the group



## MINIMUM REQUIREMENTS

- Minimum of 5 years' relevant HR experience
- Sage VIP experience is essential
- Good working knowledge of Namibian labour legislation
- Strong administrative and organisational skills
- High level of accuracy and attention to detail
- Trustworthy and able to handle confidential information
- Able to work independently and take responsibility for HR administration



A relevant HR qualification will be an advantage, but a degree is not a requirement.

**Only candidates who meet the minimum requirements will be considered for shortlisting.**