INTERNAL & EXTERNAL
VACANCY

As a leading strategic and dynamic institution, unique in our trade and very committed to our contribution to national development, NAMPORT, invites suitably qualified persons to apply for the following position:

POSITION: **HUMAN CAPITAL BUSINESS PARTNER**
DEPARTMENT: **HUMAN CAPITAL**
LOCATION: **PORT OF LUDERITZ**
JOB GRADE: **08**

PURPOSE OF THE JOB:

To implement the Human Capital plan through effective coordination of the end-to-end Talent Management processes, initiatives and interventions for continuous improvement and value-add to Namport. The incumbent plays a crucial role in building and sustaining positive people and culture impact by working in close partnership with business and functional leads of designated business units to deliver Human Capital value for the realisation of organisational strategy. The position reports directly to the Manager: Talent.

KEY PERFORMANCE AREAS:

- Partake in the development, review and monitoring of the Human Capital (HC) plans, programmes, projects and interventions for organisational performance and success.
- Build and maintain close and effective working relationships with business leaders of designated business units for optimum alignment, advisory support, service provision and co-creation.
- Act as an advisor on a variety of HC and business-related issues for the management of assigned business units, ensuring effective day to day support and execution of strategies and operational plans.
- Drive the execution on the workforce plan for the designated business units, ensuring a good balance between headcounts plans, constant change and total labour costs.
- Accountable for the end-to-end talent acquisition processes and advisory support for the designated business units, ensuring timely recruitment of top talent for Namport to meet business needs and robust new hire onboarding.
- Coordinate and facilitate the performance management process, including goal setting, performance reviews, and individual development plans, ensuring day-to-day talent and performance management guidance.
- Provide guidance and advice to business leaders and employees on HC systems, policies and procedures, and practices as well as labour legislation to ensure correct interpretation, application and compliance.
- Coordinate and implement HC best practices for key processes including organisational and role design, capability planning, and talent management, ensuring robust execution of job design and evaluation, talent reviews, talent development and succession planning for designated business units.
- Partner with the Specialists, and other team members (Employee Experience, Talent and Remuneration & Employee Relations) on matters related to their expertise, acting as a point of contact and liaison to deliver robust HC services.
- Facilitate organisational culture transformation activities to shape the desired culture and work closely with management and employees to improve work relationships, build morale, and increase productivity.
- Support organisational change initiatives, and partner with business leaders to ensure successful implementation.
- COllaborate with the Employee Relations Specialist to build harmonious employee relations and provide guidance and support on conflict resolution and employee discipline and grievances.
- Compile periodic reports on all functions/ activities for areas of responsibility.

QUALIFICATIONS, EXPERIENCE AND SKILLS:

- Honours Degree [NQF Level 8] in Human Resources, Industrial Psychology, or Organisational Development.
- A Minimum of five (5) years direct HR experience in a HR Business Partner, HR Generalist or equivalent role.
- Previous relevant HR experience within a fast-paced, matrixed environment and/ or large organisation will be an added advantage.
- Certification in relevant HC domains would be an added advantage.
- Strong knowledge and experience of HC and employment practices, laws and regulations are desirable.
- Strong ability to collaboratively engage with leaders to create, identify, and implement solutions to further the effectiveness of the business.
- Ability to effectively work within a high-performance work environment while exhibiting adaptability and flexibility in response to changing business priorities.
- Excitement for, and deep experience in, operational support, project management and change management with a proven track record of implementing HR programs and initiatives that support business objectives.
- Ability to work independently and as part of a team and handle multiple priorities and deadlines with cross functional teams, execute timely with strong work quality and accuracy.
- Passionate self-starter, with well-developed analytical ability and who is confident and able to navigate and perform through change within a fast-paced environment.
- Strong work ethic, and a reputation for the highest degree of integrity and sound judgment and problem solving.

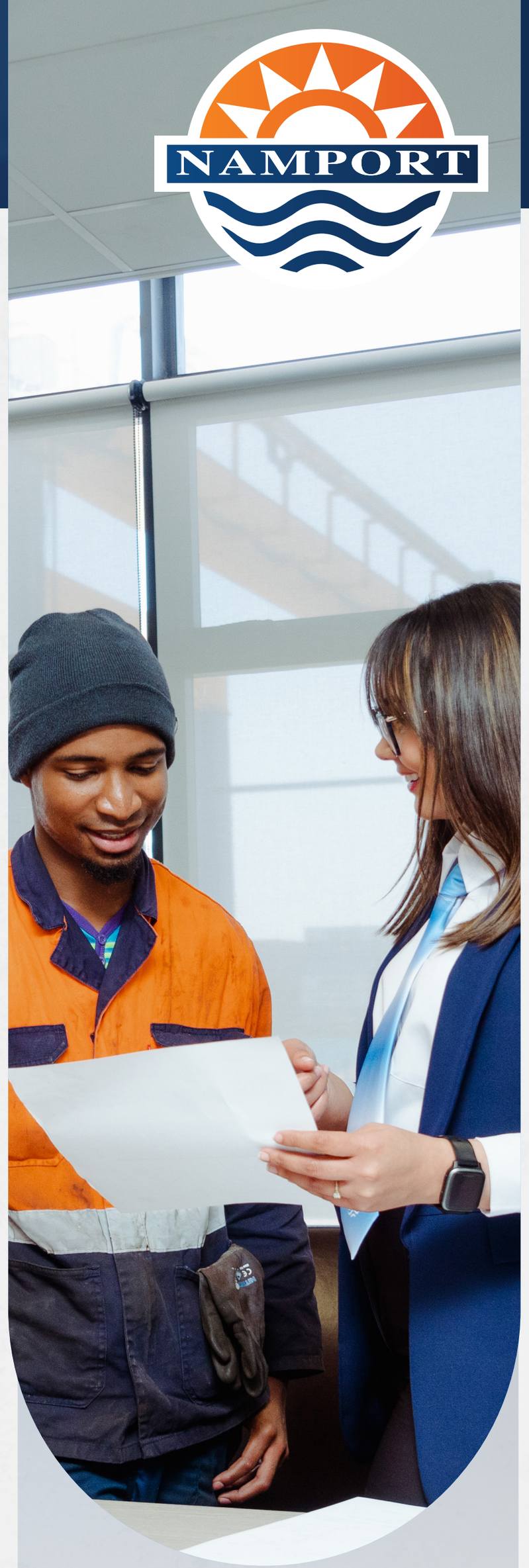
WINDOW OF OPPORTUNITY: **FRIDAY, 30 OCTOBER 2026**

Namport is an equal opportunity employer and is committed to providing world-class port services to all local, regional and international seaborne traders, through excellent customer service, sustainable growth, development and social responsibility. **Women and persons with disabilities are encouraged to apply.**

Interested candidates are encouraged to apply by submitting their applications electronically via **www.namport.com.na/careers/** or access the Namibia Integrated Employment Information System (NIEIS) through the following link: **https://nieis.namibiaatwork.gov.na/.**

All foreign qualifications should be evaluated by NQA.

Only shortlisted candidates will be contacted. No hand delivered, emailed or faxed applications will be considered



Scan to visit our website and apply via the Careers Portal.

All enquiries should be directed to the
Human Capital Business Partner
Tel: 064 - 208 2211 | 2297

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www.namport.com