



Vision: A modern, Vibrant, Customer Centric Company that delivers value for its stakeholders

Vacancy – HR Manager: Compensation & Administration

Division: Compensation & Administration

Department: Human Resources

Office: Windhoek

Primary purpose of position

To plan, direct, control and administer the administration and compensation and payroll processes of the company to ensure compliance to all statutory requirements. To provide a variety of human resources services to the company.

Main Responsibilities

- Human Resources Policies and Procedures
- Controls
- Payroll administration & reports
- Liaison: Pension and Medical Aid Funds
- Staff management
- SAP R/3
- Compensation Programme
- Budget

Educational and experience requirements

Bachelor's degree in Human Resources Management with 3 years relevant experience in Human Resources administration and compensation at supervisory level.

Skills and Knowledge requirements

- Proficient in written and spoken English
- Computer literate (MS Word, MS Excel and MS PowerPoint)
- Practical experience in negotiations/mediations/conciliation will be an added advantage
- Sound interpersonal/communication skills
- Strong conflict handling and coordination skills
- Sound knowledge of the Labour Act
- SAP R/3

Other

Must have a valid Code B Driver's Licence.

Closing Date: 11 November 2025

Candidates who comply with the above criteria and competency areas should register on NamPost's HR Recruitment Portal on the NamPost website (www.nampost.com.na).

The documents that need to be uploaded a detailed curriculum vitae and certified copies of relevant qualifications as one document.

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