



## Administrative/Human Resources Assistant: Windhoek

A vacancy exists for an Administrative/Human Resources Assistant, reporting to the Manager: Administration and Finance at the Rössing Foundation. The successful candidate will provide HR administration support and services to the Rössing Foundation.

### Key performance areas

- Providing administrative services related to the full Human Resource Management Value Chain including recruitment and selection, induction, employee records, training and development, employee relations, organizational development processes, attrition processes, and the administration and control of policies and procedures.
- Supporting and maintaining the accuracy of payroll data and adhering to processes, standard operating procedures, and policies of the Foundation.
- Providing quality secretarial, clerical, administrative, and project-related support to the Manager: Administration, and Finance, with a high level of confidentiality.
- Establishing a suitable record system/database; maintaining comprehensive and accurate records and database systems and looking for ways to improve current systems.

### Minimum requirements

- A relevant Diploma in Human Resources, behavioral sciences, or a relevant related field at NQF Level 6.
- A minimum of three (3) years of relevant working experience in a Human Resources Administrative environment.

### Core Competencies

- Human Resources Best Practices.
- Microsoft Office Suite.
- HR record-keeping practices.
- Employee relations.
- Interpersonal Communication.
- Compensation and benefits administration.

### To apply

- Go to:
- <https://career2.successfactors.eu/sfcareer/jobreqcareer?jobId=947&company=rssinguran>
- First time applicants select “new user” and register, then apply
- Registered users’ login and apply

**Preference is given to candidates from designated groups in line with Company policy on employment equity.**

**Application closing date – 2 December 2022**