

WE ARE HIRING

SENIOR HR BUSINESS PARTNER



ROLE AND RESPONSIBILITIES:

Strategic HR Management:

- Develop, implement and periodically review the Fund's HR strategy to ensure alignment with organisational goals, growth plans, regulatory requirements and the evolving operating model.
- Lead workforce planning by assessing current and future staffing requirements, supporting recruitment priorities, and ensuring appropriate resourcing for organisational expansion and operational continuity.
- Embed a high-performance culture by promoting clear performance expectations, accountability, employee engagement and alignment with the Fund's governance standards and values.
- Provide strategic HR advisory support to the Principal Officer and management.

Recruitment & Talent Management:

- Oversee end-to-end recruitment processes, including workforce planning, role profiling, sourcing, shortlisting, interview coordination, selection, appointment approvals and onboarding.
- Ensure timely filling of critical and approved roles in line with the organisational structure.
- Develop and maintain talent pipelines and succession planning frameworks for key and critical roles.

Employee Relations & Performance Management:

- Manage employee relations in line with Namibian labour legislation, internal policies and recognised HR best practice, ensuring that workplace matters are handled fairly, consistently and timeously.
- Provide guidance to management and employees on disciplinary processes, grievance handling, counselling, conflict resolution and dispute management, ensuring appropriate documentation and procedural fairness.
- Oversee the performance management framework, including setting and reviewing KPIs, coordinating performance reviews, supporting performance improvement processes and ensuring alignment with organisational objectives.

Organisational Development:

- Design and implement organisational development initiatives to support structural changes, operating model improvements, role clarity, process efficiency and the effective alignment of people capabilities to organisational priorities.
- Drive employee engagement, wellness and culture initiatives that promote a positive, values-based workplace environment.
- Facilitate change management processes relating to organisational transformation.

Remuneration & Benefits:

- Oversee remuneration structures, salary benchmarking and benefits administration to ensure alignment with approved remuneration frameworks, market trends, internal equity principles and budget provisions.
- Ensure full compliance with all remuneration & benefits administration, adhering strictly to HR policies, the Labour Act, Social Security, Pension Fund, Medical Aid, NTA, Income Tax.
- Support the Nomination & Remuneration Committee (NRC) with HR-related submissions, remuneration analysis, policy recommendations, salary review inputs and supporting documentation for informed decision-making.
- Ensure compensation practices remain fair, transparent, compliant and competitive.
- Manage payroll inputs in collaboration with the external payroll consultancy.

Learning & Development:

- Develop and implement training and development strategies aligned to organisational needs, workforce capability requirements, regulatory obligations and the Fund's strategic priorities.
- Identify skills gaps through performance outcomes, operational requirements, employee development discussions and management input, and implement targeted training interventions to address identified needs.
- Ensure compliance with statutory training requirements, including maintaining accurate training records, coordinating required submissions and monitoring completion of mandatory learning interventions.

HR Operations & Reporting:

- Oversee day-to-day HR operations, systems and record-keeping, ensuring that employee documentation are managed accurately and efficiently.
- Provide regular HR reports and dashboards to management and the Board.
- Maintain accurate employee records and HR data integrity by ensuring complete personnel files, secure storage of confidential information, timely updating of HR information and compliance with applicable record-retention requirements.
- Support HR budgeting and cost management initiatives through workforce cost monitoring, training budget inputs, recruitment cost tracking, remuneration-related inputs and periodic reporting on HR-related expenditure.
- Develop, review and maintain HR policies, procedures, standard operating processes and internal controls.
- Ensure compliance with Namibian labour legislation, applicable regulatory requirements, approved HR policies and internal governance frameworks.
- Compiling and submitting affirmative action reports to the Employment Equity Commission as required.

Employee Wellness:

- Lead initiatives to enhance engagement and workplace culture
- Promoting employee wellness programmes and workplace wellbeing initiatives.
- Analyse employee engagement survey results and develop action plans.
- Monitor workplace incidents, injuries, and occupational health trends, and recommend preventative measures.

LOCATION: Windhoek

CONTRACT: Permanent

JOB PURPOSE

The Senior HR Business Partner (SHRBP) is responsible for the strategic and operational management of the Fund's human resources function. The role ensures a capable, compliant, and performance-driven workforce aligned to the Fund's strategic objectives, regulatory requirements, and evolving operating model. The incumbent will serve as a trusted advisor to the Principal Officer and management, driving workforce planning, organisational development, and HR governance.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- Bachelor's Degree (NQF Level 7) in Human Resources, Industrial Psychology, Organisational Development or a related field
- At least five years' relevant experience in a generalized HR environment of which at least three years should be in a senior role
- Sound knowledge of Namibian Labour Act and HR best practices
- Experience with HR systems will be an added advantage

REQUIRED COMPETENCIES

- Strong attention to detail, analytical and reporting capability
- Good planning and organisational skills
- Clear written and verbal communication skills.
- Good stakeholder engagement and influencing ability
- Ability to work independently and exercise sound judgement
- Strong problem-solving and decision-making ability
- High level of integrity, discretion and confidentiality
- Proficiency in Microsoft Office applications.

Further Requirements

- Namibian Citizen
- Willingness and ability to work outside standard business hours

HOW TO APPLY

All applications must be submitted via the Hito HR platform for consideration. Submit your detailed CV and certified qualifications to: recruitment.hitohr.com/jobs

ENQUIRIES

Hilma Simon

HITO HR Consultant

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*Persons with disabilities encouraged to apply.
NHP is an equal opportunity employer.*



CLOSING DATE

13 JULY 2026

*Only shortlisted candidates will be contacted.
Late or incomplete applications will not be considered.*