



VACANCIES

Namibia Wildlife Resorts Limited (NWR) is a public enterprise established through an Act of Parliament, the Namibia Wildlife Resorts Company Act, 1998 (No. 3 of 1998), with the mandate to manage tourism facilities within the protected areas and national parks.

JOB TITLE: CHIEF HUMAN CAPITAL OFFICER

DUTY STATION: WINDHOEK

We are looking for an experienced and qualified Chief Human Capital Officer (CHCO) to oversee the company's overall strategic human capital management role as well as ensure compliance with labour laws. Reporting to the Managing Director, and leading a substantial staff complement, the CHCO shall be a key member of senior management and will be responsible for providing a framework for sound human capital management within the organisation as well as providing strategic HR leadership. The ideal candidate should be a strong-willed, independent thinker and a self-motivated leader, able to operate in a complex operating environment.

KEY RESPONSIBILITIES

- Leads Human Capital strategic planning and execution, ensuring effective communication of human capital imperatives, overseeing policy development, and providing a holistic view of the business environment and its human capital needs and dynamics. Acts as the custodian of NWR's compliance with statutory requirements with regards to employee practices.
- Develops and coordinates the implementation of the performance management policy across the company, aligned to the PEGA legislation. Accountable for the overall Human Capital performance, driving employee performance, benchmarking best practices.
- Develops and implements HR policies, aligns the NWR structure with the organisational strategy, coordinates workforce planning, oversees holistic organisational development processes, establishes efficient administration of human capital-related activities, and implements employee training and development.
- Collaborates with all relevant internal and external stakeholders to ensure a harmonious work environment. Oversees the Employee Relations function and all processes related to employee conditions of service.

- Develops and coordinates a comprehensive talent management strategy that promotes an engaged, motivated workforce that unlocks productivity and cultivates a high-performance organisational culture.
- Ensures prudent financial management, including budget compilation, approval, oversight, analysis of variances for cost-saving initiatives in all Human Capital activities.
- Collaborates with all relevant industry stakeholders, resolves issues, coordinates responsibilities, and provides strategic operational advice to all stakeholders.

EDUCATION AND KNOWLEDGE REQUIREMENTS

- Master's Degree in Human Resources Management or equivalent qualification.
- Proven experience of at least ten (10) years in an HR environment of which five (5) years should have been in a senior leadership role.
- Sound technical understanding of Human Capital workflow and processes.
- High level of confidence in communication and interpersonal skills.
- High-level of personal integrity.
- Emotionally mature.
- Be people-oriented and results-driven.

JOB TITLE: MANAGER: HR ADMINISTRATION

DUTY STATION: WINDHOEK

We are looking for an experienced and qualified Human Resources Administration Manager to manage the company's human resource administration function. Reporting to the Chief Human Capital Officer, and leading a substantial staff complement, the Manager: HR Administration shall be a key member of middle management and will be responsible for providing sound HR administrative services.

KEY RESPONSIBILITIES

- Manage the human capital administration functions related to employee conditions of service in compliance with Namibian labour legislation: contracts of employment, working hours and overtime management, remuneration management, and leave administration.
- Assume responsibility for managing the full recruitment and selection processes in the company in a fair and transparent manner, upholding the values of the company.
- Safeguard all employee records and ensure data integrity is maintained.
- Review employee data and verify all financial advice for salary payment purposes.
- Oversee effectiveness and efficiency of benefits administration: medical aid, pension fund,

housing loans/allowances, rental allowances, social security, inter alia.

- Assist in workforce planning and in developing a human capital staffing plan.
- Assist in coordinating employee performance management in compliance with PEGA.
- Provide relevant human resources advisory services to line management.
- Collaborates with all relevant internal- and external stakeholders to ensure effective and efficient human resource administration services.

EDUCATION AND KNOWLEDGE REQUIREMENTS

- Bachelor's Degree in Human Resources Management or equivalent qualification.
- Minimum five (5) years' experience in an HR environment, of which three (3) years should have been in a managerial or senior supervisory capacity.
- A Valid Driver's License Code B.
- Sound technical understanding of Human Capital workflow and processes.
- High level of confidence in communication and interpersonal skills at all levels.
- High-level of personal integrity.
- Emotionally mature.
- Excellent administrative skills.

JOB TITLE: ASSISTANT RESORT MANAGER

DUTY STATION: OKAUKUEJO RESORT, ETOSHA NATIONAL PARK

We are looking for an experienced and qualified Assistant Resort Manager to assist the Resort Manager with the co-ordination and administration of the day-to-day operations of the resort. Reporting to the Resort Manager, the Assistant Resort Manager shall be a key member of the resort management team and will be responsible for providing sound resort administrative and supervisory services.

KEY RESPONSIBILITIES

- Assist with the effective and efficient management of resort operations (front office operations, customer service delivery, housekeeping, food and beverage, maintenance and campgrounds, activities, fleet management, and asset control) as per standard operating procedures.
- Assist with planning, directing, or coordinating activities to ensure that the resort is efficient and profitable.
- Assist with the financial management of the resort (daily cash ups, procurement and stock management, banking, revenue management, budget compilation, and cost control).
- Assist with employee supervision and task allocation in accordance with the company's policies, procedures, and applicable laws.

- Assist with the implementation of the performance management system across resort departments.
- Assist with employees coaching, on-the-job training and staff development.
- Assist with security protocols and the safety of customers and employees in the resort.
- Assist with environmental management and compliance aspects in accordance with the Environmental Management Plan of the resort.
- Work in close relation with park stakeholders to contribute towards the attainment of strategic conservation objectives.

EDUCATION AND KNOWLEDGE REQUIREMENTS

- Diploma in Hospitality Management or equivalent qualification.
- Minimum two (2) years' experience in a resort management environment, of which one (1) year should have been in a supervisory position.
- Valid Driver's License Code B.
- Excellent communication and interpersonal skills.
- Excellent leadership and supervisory skills.
- Excellent presentation skills.
- High-level of personal integrity.
- Emotionally mature.
- Excellent administrative skills.
- Good knowledge of the Innkeeper system and Microsoft programmes.

APPLICATION PROCEDURE

For the application to be valid, a submission must be made within the stated deadline and should comprise of the following:

- A cover letter, providing a detailed motivation for the position, signed by the applicant.
- An updated detailed curriculum vitae, including at least two professional references.
- Certified copies of the highest academic qualifications attained. Foreign qualifications must be evaluated by the Namibian Qualification Authority (NQA) and proof of evaluation of qualification should be attached.
- Certified copies of Identity Documents and all other supporting documents.

Namibians who meet the requirements of the advertised positions should submit their applications, accompanied by a comprehensive curriculum vitae and certified copies of identity documents, qualifications, and transcripts, to the Company Secretary at EPorfirio@nwr.com.na or hand delivered to the address indicated below, not later than **26 January 2024 at 16:00 or Namibia Wildlife Resorts, Office of the Company Secretary, 2nd Floor, Gathemann Building, Independence Avenue, Windhoek.**

Namibian citizens shall enjoy preference.

In terms of the Affirmative Action (Employment) Act 29 of 1998, people from designated group and persons with disabilities who meet the prescribed advertised requirements are encouraged to apply.

Only short-listed candidates will be contacted, and no documents will be returned to applicants. Short-listed candidates will be subjected to psychometric assessments.

Enquiries can be directed to [Ms. Elsa](mailto:EPorfirio@nwr.com.na) Porfirio at EPorfirio@nwr.com.na, Tel 2857144

CLOSING DATE: FRIDAY 26 JANUARY 2024