

VACANCY

HR PRACTITIONER

🕒 Permanent Contract 📍 Human Resources

Savanna Beef Operations (Pty) Ltd was established in 2023 by the Beef Value Chain Forum of Namibia and is in the process of setting up an export abattoir and a red meat processing facility between Okahandja and Windhoek. Savanna Beef Operations (Pty) Ltd is an equal opportunity employer and invites suitably qualified and experienced candidates to apply for the following position.

PRIMARY PURPOSE OF THE POSITION

To ensure the effective operation of Human Resources while serving as a critical liaison between management and employees. By upholding HR policies, development initiatives, and coordinating key HR functions. To foster a positive, fair, and productive work environment that supports the overall operational success of Savanna Beef Operations.

KEY DUTIES AND RESPONSIBILITIES

- Administration and Employee Record Maintenance
- Statistical Reporting and HR Analytics
- Recruitment
- Onboarding and Offboarding
- Industrial Relations
- Employee Development
- HR Project Coordination and Support
- Continuous Process Improvement
- Ad hoc HR functions if and when required.

QUALIFICATIONS, EXPERIENCE AND SKILLS

- Bachelor's Degree in Human Resources, or Related Field.
-Thorough knowledge of Labour Legislation.
- Five (5) Years of proven experience in a Human Resources administrative role.
- Experience with Human Resources Information Systems
- Strong understanding of HR Policies, Procedures, best Practices and Standard Operational Procedures.
- Demonstrated ability to handle confidential information with discretion and integrity.
- Experience in the FMCG Industry and or Manufacturing environment will be highly advantageous.
- Advanced Skills in Microsoft Office suite.
(Word, Excel, PowerPoint, Outlook, etc)
- Driver's License.

APPLICATION PROCEDURE

Savanna Beef Operations (Pty) Ltd offers a competitive market-related Salary and Benefits.

Previously Disadvantaged Namibians (PDN) and women are encouraged to apply.

Submit a cover letter, providing a detailed motivation for your application, with an updated, Curriculum Vitae to the HR department. Mail your completed application to: HR@Sbo.na

THE SUBJECT LINE FOR APPLICATIONS SHOULD BE: HR PRACTITIONER

No late applications will be accepted.

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

CLOSING DATE FOR APPLICATIONS:

31 JULY 2025