

Career Opportunities at Bank BIC Namibia

A career opportunity has been identified at Bank BIC Namibia Limited. Suitably qualified, highly analytical and detail-oriented individuals are invited to apply.

HUMAN RESOURCES MANAGER

Job purpose:

To perform the overall human resources functions and to provide support and solutions tailored to the Bank's needs.

Key responsibilities:

- Process payroll and ensure third party payments.
- Lead health and safety compliance.
- Perform employee recruitment and onboarding from start to finish.
- Co-ordinate employee lifecycle processes.
- Perform employee terminations.
- Drive regulatory compliance applicable to human capital, lead training and drive performance management.
- Compile, review, maintain and ensure compliance with the HR policies and procedures.
- Handle Industrial relations processes.
- Ensure HR administration with precision.
- Ensure HR reporting.

Competencies:

- Listening and understanding.
- Problem solving and analysis.
- Planning and organising.
- Teamwork and networking.
- Tolerance for stress.
- Adhering to principles and values.

Education and experience Requirements:

- Namibian Citizenship.
- Bachelor's degree in human resources management or equivalent.
- A minimum of 5 years of experience, and preferably 2 years managerial experience.
- Experience in SAGE Payroll.
- Knowledgeable in all related legislation.
- Multi-lingual will be an added advantage

BANK BIC NAMIBIA LIMITED IS AN EQUAL OPPORTUNITY EMPLOYER

Resumes accompanied by relevant qualifications can be emailed to
HR@bankbic.na
with the subject line **"Human Resources Manager"**

CLOSING DATE: 14 OCTOBER 2025

(ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED)