



## **KFE Group -HR Practitioner Kuiseb Fishing Enterprises (Pty) Ltd**

### **WHAT WILL YOU DO:**

- Undertake a wide range of HR tasks such as administration, recruitment and selection, performance assessment, training and development to assist with the smooth and effective delivery of HR Services.
- Will be responsible to update all staff files (inclusive of Managers) and ensure confidentiality is always maintained.
- Keep complete records on all industrial relation matters, performance appraisal records, disciplinary hearings, grievances, etc. For reference purposes (databases and records).
- Compile a statistical record of staff movements on monthly basis of all the positions within the Naras Group, as well as the overtime worked per subsidiary
- Compile all statistics and assist with the complete of the EE report.
- Administer and process payroll input on SAP for staff housing loans, pension loans, pension contributions, medical aid, social security, tax, study loans, company debts, bank details, policies and garnishee orders in order to ensure accurate remuneration of all employees
- Administer staff movements linked to the payroll
- Do end-to-end payroll processing, timeously and accurately. Is responsible for all the administration, record-keeping and answering of queries. Comply with all government regulations, policies and procedures
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### **WHAT WE ARE LOOKING FOR:**

- A strong leader and team builder with great interpersonal skills.
- Strong communication skills (verbal and written)
- Emotional intelligence
- Able to handle sensitive information
- Thorough attention to detail, high stress tolerance
- High proficiency level in MS Office and Excel.
- HRM knowledge and skills.
- Valid Driver's License.

### **Minimum Requirements:**

- Namibian citizen, Grade 12,
- Relevant Degree or National Diploma in Human Resources Management
- Honors Degree in Human Resources Management or Industrial Psychology will serve as an added advantage

We value diversity and encourage applications from all designated groups. Preference will be given to Namibian citizens. Candidates who comply with the above-mentioned requirements, are invited to forward their CVs with copies of qualifications, relevant documentation and cover letter to the following address: P.O. Box 26495, Windhoek, 9000.

Alternatively, hand deliver to: Eluwa Building 1<sup>st</sup> Floor, Independence Avenue, Naras Investment (Pty) Ltd.

Only shortlisted candidates will be contacted and no email or fax applications will be entertained, **closing date:23<sup>rd</sup> February 2024**, this **position is based in Walvisbay**. **For more job information summary on this vacancy and how to apply, please visit our website at [www.narasinv.com](http://www.narasinv.com)**