



KFE Group -HR Practitioner Kuseb Fishing Enterprises (Pty) Ltd

Kuseb Fishing Enterprises (Pty) Ltd, invites suitably qualified and experienced candidates to apply for the position of Group HR Practitioner

The successful candidate will provide comprehensive Human Resources support across the Group and will be responsible for ensuring effective HR administration, employee relations, recruitment, performance management, training and development, payroll administration, and compliance with applicable labour legislation and company policies.

KEY RESPONSIBILITIES:

- 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).
- 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

WHAT WE ARE LOOKING FOR:

- Strong communication skills (verbal and written)
- 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 1st Floor, Independence Avenue, Naras Investment (Pty) Ltd.

Only shortlisted candidates will be contacted and no email or fax applications will be entertained, **closing date: 02 October 2026**, 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 or contact 061 – 239647.