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RECRUITMENT AND EMPLOYMENT RELATIONS OFFICER

COMPANY INFO

Type of Notification: New Position
Employment Type: Full time
Employment Status: Permanent
Physical Address: 71 Robert Mugabe Avenue

Posted: 2024-04-15
Job Views: 1878
Closing Date: 2024-04-26
Enquiries: Aili akooko
Telephone: 2085111



Bank of Namibia
71 Robert Mugabe Avenue, Windhoek,
Namibia
Windhoek, KH, Namibia
Phone:: 061 283 5111
Website:: www.bon.com.na

Opportunity| Duty Description:

- Administer the recruitment process upon receipt of the signed recruitment requisition, i.e., draft adverts, post adverts on the intranet, forward adverts to the Ministry of Labour, liaise with departments for advert approval and SCFSD for external placements on an ongoing basis to ensure that positions are timely filled.
- Conduct profiling of job applications in accordance with job description requirements. Invite shortlisted candidates for interviews and inform panel members of logistical arrangements.
- Conduct onboarding of new employees, i.e. ensure completion of appropriate forms, acknowledgement of code of ethics, etc in accordance with the onboarding checklist when new employees join. Alert departments regarding probation reporting monthly to ensure that monthly probation reports are received.
- Compile weekly and monthly statistics regarding recruitment status, turnaround times, turnover statistics, and affirmative action statistics to ensure that up-to-date and accurate information is available monthly.
- Maintain organisational structures and ensure that changes are affected on the SAP org management system to reflect all approved positions annually.
- Attend to employee queries on industrial relations matters by providing 1st line advice in accordance with the stipulations of the IR policy. Responsible for making logistical arrangements for IR hearings and, when required, serving as secretary to take minutes during these proceedings. Maintain a monthly database of all IR cases for reporting purposes to HR management and audit.
- Perform any other functions as required by your supervisor.

Opportunity Requirements:

REQUIREMENTS

- Bachelor in Human Resource Management
- At least two (2) years of practical experience in the Recruitment and Employee Relations function.

KNOWLEDGE & SKILLS

- Knowledge of SAP HR
- Knowledge of Labour Act (Act 11 of 2007) and employee relations.
- Employment Services Act, Affirmative Action Act.
- Assertiveness skills
- Written and verbal communication skills
- Persuasiveness skills
- Building relationships/networking
- Planning and coordination skills

Skills | Competencies:

Advising people, , Competent,

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