



### Career opportunities

NAMDIA markets and sells ethically sourced Namibian diamonds for the benefit of Namibia and her people. After six years of existence and with this goal in mind, the company begins a new era of business refinement and expansion.

We are presently seeking:

<b>Position</b>	Manager : Human Resource Services and Development Optimisation
<b>Duty Station</b>	Windhoek
<b>Primary Purpose</b>	Namib Desert Diamonds (Pty) LTD (NAMDIA) a commercial public enterprise was established in 2016 by the Government of the Republic of Namibia as a cutting-edge diamond sales and marketing company. NAMDIA is perfectly positioned to create a sustainable route to market a portion of Namibia's unique and highly sought-after diamonds.
<b>Minimum Qualifications and Experience</b>	<ul style="list-style-type: none"> <li>- Honours Degree in Human Resource Management, Industrial Psychology, Business Management or related fields</li> <li>- NQF Level 8</li> <li>- Ten (10) years' appropriate experience in this area of expertise of which at least six (6) years in a professional role and at least 2 years heading up support department.</li> </ul>
<b>Special Requirements/Licenses</b>	<ul style="list-style-type: none"> <li>- Driver's License Code B</li> </ul>
<b>Key Responsibilities</b>	<ul style="list-style-type: none"> <li>- HR Policies and Procedures Effectiveness</li> <li>- HR Annual Plan and Budget</li> <li>- NAMDIA HR Management System and Database Effectiveness Integrity</li> <li>- HR Administration Service Effectiveness</li> <li>- Organisation Development Services</li> <li>- Staffing Process and Service Effectiveness</li> <li>- Reward and Remuneration System and Service Effectiveness</li> <li>- Training and Competence Development Services</li> <li>- Performance Management Support and Coordination Services</li> <li>- Work Culture Facilitation and Support Services</li> <li>- HR Problem Support and Resolution Facilitation Services</li> <li>- Wellness Programmes and Self-Management Support Services</li> </ul>
<b>Competencies/Skills</b>	<ul style="list-style-type: none"> <li>- Good communication and interpersonal abilities</li> <li>- Numeric abilities</li> <li>- Time Management</li> </ul>

- The deadline for applications is **30 October 2024 at 17h00 local time.**
- Non-Namibian qualifications must be accompanied by a Namibia Qualifications Authority evaluation.
- Submissions must be made electronically and submitted via email to: [vacancies@namdia.na](mailto:vacancies@namdia.na)

No hand-delivered applications will be accepted.  
Only shortlisted candidates will be contacted and will be required to undergo a robust selection process.