



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:

Officer: HR Admin & Services

Position	Officer: HR Admin and Services (4 Months)
Duty Station	Windhoek
Primary Purpose	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.
Minimum Qualifications and Experience	<ul style="list-style-type: none"> - Bachelor's Degree in Human Resource Management, Industrial Psychology, Business Management or related fields - NQF Level 7 - Five (5) years' appropriate experience in this area of operational expertise, of which two (2) years should be at team leader level .
Special Requirements/Licenses	<ul style="list-style-type: none"> - Driver's License Code B
Key Responsibilities	<ul style="list-style-type: none"> - Payroll Administration - Staffing/HR Database &Administration Services - Induction & onboarding support and Coordination - Occupational Health and Safety Support & Coordination - Performance Management Support Services - HR Policy & Procedures Clarification Services to staff - Training and Development Administration Services - Staff Relations, Grievances and Disciplinary Procedures- Guidance and Coordination - Wellness and Communications Coordination Services - Basic Counselling of Staff Proactive Problem Solving
Competencies/Skills	<ul style="list-style-type: none"> - Good communication and interpersonal abilities - Planning and Organisation - Time Management - Professionalism

- The deadline for applications is **03 January 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: recruitment@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.