

VACANCY

Build Your Career with Sanlam

Sanlam is a leading Financial Services Institution, which provides services in the fields of individual life insurance, group life insurance, unit trusts and asset management. To give substance to its objective to be a fully-fledged Namibian insurer, Sanlam is increasingly introducing greater financial and technical expertise. For this reason, it invites applications for the positions of:

HR Senior Consultant

The purpose of the position

Responsible for specified Human Resource functions and other administrative staff functions in support of company objectives locally or/and in a group of companies. Specific responsibilities include all aspects of human resource management, including regulatory, compliance and required statutory reporting. Originates policies and manages HR administrative activities affecting all HR operations and locations of the company.

Main duties and responsibilities include

- Providing advisory and consultancy service to staff and management on a range of human resources issues, procedures and policies consistent with employee standards
- Compliance with regulatory and statutory requirements and coordination of various committees
- Ensuring of monthly submissions including monthly HR Report; quarter Board Report; NTA reimbursement claims; Social Security and Workman Compensation; Affirmative Action (EE) and NIEIS
- Reporting on various aspects of Human Resource activities including; Human Resource statistics; payroll, etc.
- Value adding to the recruitment process, including selection, appointment, induction and reporting
- Assist with training and development activities; identifies areas of training needs
- Administer legislative requirements and duties related to Human Resource function
- Undertaking of special projects related to human resources and employee Wellness Program
- Administer HR documentation and maintaining information related to employees
- Provide service and consultation to staff and management to develop and initiate positive change and improvement
- Providing service and support to various HR functions including payroll administration; Performance Management; Employment Equity/Affirmative Action strategies; Industrial Relations strategies; etc

Qualification and Experience Requirements

- Appropriate degree/diploma with 5 to 7 years' experience in the human resources field
- Knowledge of SAP payroll system will be an added advantage
- Experience in the life insurance industry will be an added advantage
- Absolute proficiency in English (verbal and written)
- Computer literate: Microsoft Office; Outlook

Behavioural Skills

- Excellent communication skills and customer service orientated
- Assertive, pro-active, tactful and polite
- Administrative oriented and organising skills
- Problem identification and problem solving skills
- Accurate and organised

Closing Date for Applications: 18 March 2020

Only short listed candidates will be notified. No documents will be returned.

Namibian Citizens who suit the above profile can submit their application and CV to: hnamibia@sanlam.com.na

Or deliver at Human Resources Department; 7th Floor, Sanlam Centre (c/o Independence Ave and Fidel Castro Street), PO Box 317, Windhoek, Namibia,