



WE ARE HIRING

Office of the Deputy Vice-Chancellor: Finance and Operations

Human Capital Department

Human Resources Business Partner

Requirements

A Bachelor's degree (NQF level 7) in Human Resources Management or a related field with at least four years of experience in a Human Resources Management environment. Experience as an HR Generalist with exposure in organisational development, recruitment and selection, employee relations, remuneration and benefits will be an advantage. Sound organisational, communication, writing and administrative skills. Ability to efficiently multitask and pay attention to detail. Computer literacy in Microsoft Word.

Job Description

Support and execute the strategic goals of assigned faculty and/or departments; ensure compliance with the relevant Acts. Manage the recruitment and selection process which includes drafting of advertisements; scheduling interviews; verifying qualifications; conducting reference checks; arranging relocation; administering and processing appointments, housing, medical and pension. Execute the organisational development functions which include administering probation reports; workforce development plans; staff development; induction; performance management and training needs analysis and perform any other reasonable duties as assigned by the supervisor.

Contact: Mrs Theophilia Shilongo
T: +264 61207 2080
E: ttshilongo@nust.na

EMPLOYEE VALUE PROPOSITION



Compensation



Career and Personal Growth



Work and Environment



Rewards and Recognition



Benefits

Join NUST to advance your career and shape Namibia's future in a supportive and nurturing community of learning.

Closing Date:

02 MAY 2024

The normal retirement age is 65 years.

NUST, an equal opportunity employer, invites qualified persons to submit their applications in writing, accompanied by a cover letter, a detailed Curriculum Vitae, certified copies of qualifications as well as the names and full contact details [including e-mail addresses] of at least three credible work-related referees to: e-mail, recruitment@nust.na, Private Bag 13388, 13 Jackson Kaujeua Street, Windhoek, NAMIBIA or visit <https://nieis.namibiaatwork.gov.na> On e-mail applications, please enter the title of the position in the subject line. On e-mail applications, please enter the title of the position in the subject line.

All foreign qualifications must be validated by the NQA. Only shortlisted candidates will be contacted. No documents will be returned.