

# Wolwedans

## COLLECTION

Seeks the perfect fit...

### HR & TEAM DEVELOPMENT MANAGER

We are in search of an experienced HR Manager to join our team and oversee team development as well as operations at our tourism camps and lodges in the NamibRand Nature Reserve. If you share our vision for a tourism industry that balances people, planet, and profit, and possess the necessary experience and skills, then you may be just be who we're looking for...

The successful applicant will be responsible for managing all aspects of human resources, including recruitment, training and development, performance management, employee relations, and compliance with labor laws and company policies.

#### KEY AREAS OF RESPONSIBILITY

- Review or develop and implement HR policies and procedures in line with company objectives and best practices.
- Lead recruitment efforts, including job posting, candidate screening, interviewing, and hiring.
- Coordinate and conduct employee orientation, training, and development programs.
- Manage performance appraisal processes and provide guidance to managers on performance management issues.
- Handle employee relations matters, including conflict resolution, disciplinary actions, and grievance procedures.
- Ensure compliance with labor laws, regulations, and company policies.
- Oversee payroll administration (which is outsourced) and benefits management.
- Monitor and analyse HR metrics to identify areas for improvement and implement solutions.
- Provide HR support and guidance to senior management and department heads.
- Provide Team motivation with a view to creating a harmonious working environment to allow team members to reach their service and performance goals.

#### EXPERIENCE

- 7-10 years of relevant HR experience, preferably in a senior position.
- Demonstrated experience in recruitment, training and development, performance management, and employee relations.
- Knowledge of Namibian labor laws and regulations.
- Experience in managing HR functions in a multicultural environment is advantageous.

#### SKILLS AND PERSONAL ATTRIBUTES

- Excellent interpersonal and communication skills, both verbal and written.
- Strong leadership and organizational skills.
- Ability to handle confidential information with discretion and integrity.
- Problem-solving skills and ability to think strategically.
- Proficiency in MS Office suite and HR software.
- Ability to work independently and collaboratively in a team environment.
- Namibian citizen or permanent resident preferred.

Structure is a flat hierarchy environment with a team of senior managers responsible for their respective fields, all reporting to fellow senior managers and the MD.

Location: Wolwedans, NamibRand Nature Reserve, living on site for long periods. This position will also require a week-long stay in Windhoek per month for interviews, disciplinary matters, etc.

Qualified applicants are invited to submit their CV and cover letter to [info@wolwedans.com](mailto:info@wolwedans.com).

Only short-listed candidates will be contacted. The position is available immediately and will be closed as soon as the right candidate is found.

