

VACANCY

HUMAN RESOURCES CLERK

🕒 Permanent Contract 📍 Human Resources

Savanna Beef Operations (Pty) Ltd was established in 2023 by the Beef Value Chain Forum of Namibia and commenced trading in November 2025 following the completion of our state-of-the-art abattoir, with an annual slaughter capacity of 50,000 cattle. As a subsidiary of a holding company listed on the NSX (over-the-counter trading entity). Savanna Beef Operations (Pty) Ltd is an equal opportunity employer and invites suitably qualified and experienced candidates to apply for the following position.

PRIMARY PURPOSE OF THE POSITION

To provide efficient and accurate administrative support to the Human Resources department, ensuring that routine HR processes, employee records and documentation are properly maintained and processed. The position supports the department with day-to-day HR administration, contributing to accurate record keeping, timely information flow and effective HR service delivery. The role ensures that confidential employee information is handled with discretion, documentation is properly controlled and HR records remain complete, current and readily accessible.

KEY DUTIES AND RESPONSIBILITIES

- **Recruitment and Selection**
-Provide administrative support throughout the recruitment and selection process.
- **Onboarding and Offboarding**
-Coordinate and maintain documentation required for employees onboarding and offboarding.
- **Employee Relations and Industrial Relations**
-Provide administrative and documentation support for employee and industrial relations matters.
- **Training and Development**
-Maintain training records and provide administrative support for training and development activities.
- **Compliance and Documentation**
-Maintain HR documentation and records in accordance with Company policies and applicable requirements.
- **General Department Administration and Support**
-Provide administrative and coordination support to the HR department to ensure efficient operations.
- **Ad hoc HR functions as and when required**

QUALIFICATIONS, EXPERIENCE AND SKILLS

- Certificate and / or Diploma in Human Resources, or Related Field.
-Basic knowledge of Namibian Labour Legislation.
- Two (2) Years of proven experience in a Human Resources administrative role.
- Experience with Human Resources Information Systems
- Strong understanding of HR Policies, Procedures, best Practices and Standard Operational Procedures.
- Demonstrated ability to handle confidential information with discretion and integrity.
- Experience in the FMCG Industry and or Manufacturing environment will be highly advantageous.
- Advanced Skills in Microsoft Office suite.
-Word, Excel, Outlook, PowerPoint, etc.
- Valid Driver's License.
- Namibian Citizen / Resident / Domiciled



APPLICATION PROCEDURE

Savanna Beef Operations (Pty) Ltd offers a competitive market-related Salary and Benefits.

Previously Disadvantaged Namibians (PDN) and women are encouraged to apply.

Submit a cover letter, providing a detailed motivation for your application, with an updated Curriculum Vitae to the HR department. Mail your completed application to: HR@SBO.NA

THE SUBJECT LINE FOR APPLICATIONS SHOULD BE: HR CLERK

No late applications will be accepted.

Only short-listed candidates will be contacted, and no documents will be returned to applicants.

CLOSING DATE FOR APPLICATIONS:

30 SEPTEMBER 2026