



August Twenty Six Manufacturing (Pty) Ltd is a 100% wholly-owned new subsidiary of August 26 Holding Company (Pty) Ltd, established on the 17th March 2020 to engage in the manufacturing of various products, production, sales and trading, distribution, supply & delivery, retail and wholesale. The company aims to be a leading partner of choice and a preferred manufacturer of specialized modern garments, shoes and leather products, while making positive contributions towards Namibia's industrialization. Its main operations are based in Windhoek and Okahandja.

We are seeking for a suitable qualified, young, vibrant and creative individual with a strong business acumen drive, to join our team in the following position:

HUMAN RESOURCE BUSINESS PARTNER

REPORTS TO: MANAGING DIRECTOR

DUTY STATION: WINDHOEK

KEY ACCOUNTABILITIES:

Strategic Planning, Management and Leadership

- Develop and implement HR strategies that support the overall business objectives.
- Forecast staffing needs, plan for future talent acquisition, and ensure the organization has the right people in the right roles.
- Oversee the HR budget, ensuring efficient allocation of resources.
- Responsible for the overall smooth operational management of the Human Resource (HR) function.
- Benchmark best practices and researches latest tendencies for the department,
- Participate in all activities regarding strategic planning by providing strategic planning inputs from a support perspective.
- Participate in management meetings and interacts with the MD in establishing and formulating broad policy frameworks for the department.
- Strategically guides the organization's Finance, HR & Administration function by analyzing its needs under changing conditions.
- Assist and advise the MD and senior management on the most appropriate functional and people management practices to achieve the required strategy.
- Develop systematic links between the Finance, HR, IT & Administration functions and integrate the relevant management objectives with all other organizational functions.
- Develop and translate the departmental Strategic Plan into a Business Plan – for approval by the MD.

Operational Management

- Monitor and assess whether loopholes or disregard and negligence may be eroding control/loss prevention points, consults with department head to take remedial action and follows through on assessing the impact thereof against previously measured faults and shortcomings.
- Ensure compliance with all relevant legislation, policies and procedures.
- Ensure that relevant staff members are fully informed about changed and new policies, procedures and guidelines.
- Ensure that all systems, hardware, network and software are fully operational and cater for all needs.
- Advise management on the most appropriate corporate culture to achieve the required strategy.
- Advise management on HR related statutory requirements e.g. Equal Employment Opportunities, AA requirements etc.

Talent Acquisition and Development

- Monitor the overall internal flow of human capital to match the strategic plan.
- Facilitate all activities of organizational design and manpower planning on an annual basis and/or as required.
- Accountable for design, implementation and review of the entire HR value chain.

Rules and Regulations

- Develop, implement and review new and old HR policies and procedures, ensuring best practice standards, relevance, validity and compliance with all legal stipulations.
- Recommend changes/additions to the policy where necessary.
- Communicate and provide advice, interpretation and assistance with the implementation of HR policies and Labour legislation across the Company.
- Ensure that the HR function complies with all relevant legislations and submit relevant reports/returns (as legally required) timely, i.e. Social Security, PAYE, VET Levy, ESA, etc.
- Coordinate regular HR audits (through outside service providers) to identify HR reporting requirements.

Organizational Development, Training & Development

- Design, facilitate and coordinate all organizational development interventions and processes in the organization.
- Design, coordinate and review the business culture management plan.
- Anticipate and facilitate all change management processes within the organization.
- Facilitate the development and implementation of an effective performance management system.
- Plan, design, coordinate and review all organizational learning, training and development processes in line with organizational needs and financial position.
- Conduct regular organizational needs analysis in consultation with the relevant line managers and proposes the necessary interventions.
- Develop and advise on attraction and retention strategies and manage the full spectrum of talent acquisition processes.

Compensation and Benefits

- Manage the processes of employees' compensation, reward and recognition and ensure fairness and competitiveness as well as compliance to relevant resolutions and legislation.
- Manage the HR information system and ensure data integrity and confidentiality.
- Maintain and monitor all HR indices and recommends corrective action.
- Compile and keep up to date all required statistics and data for the Affirmative Action report and plan.

Employee Relations

- Provide ongoing advice in the establishment and maintenance of employee relations that will assist in attracting and retaining a productive Labour force.
- Maintain effective relations with employee representatives to build harmonious employer – employee relations.
- Act as a custodian of all processes of industrial relations, i.e. disciplinary actions, disciplinary hearings, grievances, wage negotiations, etc. and provide advice to ensure adherence to relevant procedures.
- Develop an appropriate occupational health & safety and wellness programmes and ensures compliance thereof with relevant legal stipulations and policy requirements.

People Management & Leadership:

- Manage day-to-day activity, organize rosters and schedule tasks/activities that need to be undertaken.
- Oversee the functions and work delivery of all reporting staff.
- Monitor, manage and review performance of reporting staff.
- Provide training/coaching to staff to enable them to competently carry out tasks required of them on Company.
- Review the training and development needs of staff and implement development and growth initiatives as required and within the parameters of the performance management system.
- Discipline staff according to group policy and procedure, providing support and facilitating counselling where required.

- Instill the creation of a culture and platform for continuous learning and growth (innovation and creativity) in the August 26 Manufacturing (Pty) Ltd.
- Instill a service-oriented, value-adding work culture.
- Ensure the development of staff to their full potential.
- Ensure new staff are inducted and aware of company policies and are given role clarity.

QUALIFICATIONS AND EXPERIENCE REQUIRED:

Minimum Educational Qualifications: A relevant Honors Degree (NQF Level 8) in the fields of Business Administration, Human Resource, Communications or equivalent. A Management and Leadership or Project Management Certificate as well as a relevant Master's degree, i.e. MBA will be an added advantage.

Minimum Experience Required: A minimum of 6 years relevant working experience, of which a minimum of 3 years should have been at managerial level. Senior management level will be an added advantage.

Special Requirements / Licenses: Valid driver's license and advanced ICT literacy, (i.e. MS Office Package proficiency, VIP Payroll, Pastel, ACCPAC).

KNOWLEDGE & SKILLS:

- Understanding of core HR functions like recruitment, selection, training, performance management, compensation, and benefits administration.
- Familiarity with the Namibian Labour Act, its amendments, and related regulations concerning employment.
- Ability to develop and implement HR strategies that align with the organization's overall goals and objectives.
- Proficiency in using HR systems and tools for recruitment, payroll, and other HR functions.
- Knowledge of labor relations, collective bargaining, and conflict resolution.
- Strong communication, active listening, empathy, and relationship-building abilities to interact effectively with employees, managers, and stakeholders.
- Ability to analyze data, identify problems, and develop solutions.
- Capacity to address employee issues, resolve conflicts, and manage difficult situations.
- Ability to lead and motivate HR teams, coach employees, and manage performance.
- Excellent written and verbal communication to effectively convey information, policies, and procedures.
- Strong planning, organizing, and time management skills to ensure HR functions are efficiently managed.
- Ability to negotiate with employees, unions, and other stakeholders.
- Familiarity with the diversity of Namibian culture and the ability to manage a multicultural workforce.
- Understanding of affirmative action principles and practices in Namibia.
- Familiarity with government regulations and requirements related to employment.

APPLICATIONS:

Interested candidates meeting the minimum requirements are encouraged to submit their applications accompanied by a comprehensive CV and certified supporting documents to the following email address: hr@a26man.com.na

Please note that only shortlisted candidates will be contacted.

CLOSING DATE OF APPLICATIONS:
Thursday, 24 July 2025