



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

DUTY STATION: WINDHOEK

KEY ACCOUNTABILITIES:

JOB RESPONSIBILITIES

Responsible for the overall smooth operational management of the Human Resource (HR) function.

Accountable for the development and implementation of the HR strategy as reflected in the corporate strategy and position the HR function as a strategic business partner.

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.

Develop, implement and review new and old HR policies and procedures, ensuring to ensure 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.

See to it 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.

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.

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.

Coordinate regular HR audits (through outside service providers) to identify HR reporting requirements.

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.

like to occupy these offices since we are also experiencing shortages in the said area.

STRATEGIC LEADERSHIP & OPERATIONAL MANAGEMENT:

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.

Develop, implement and maintain policies and procedures for the department.

Guide departmental managers in translating policies (existing and new) into operational guidelines and procedures, ensuring that the full intent of the policies is brought to bear on the day-to-day routines and practices.

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.

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 relevant training and transfer of knowledge through on-the-job training, guidance and coaching.

Oversee the recruitment, motivation and retention of high caliber staff within the existing framework of the law.

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.

MINIMUM SKILLS REQUIREMENTS

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).

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:

28 January 2026