



VACANCY

The mission of the LIVESTOCK AND LIVESTOCK PRODUCTS BOARD OF NAMIBIA (Previously Meat Board of Namibia) is to promote a conducive environment for sustainable livestock production, market growth and diversification for livestock, meat and livestock products.

The Livestock and Livestock Products Board of Namibia (LLPBN) is looking for a dynamic and experienced

Manager: Human Capital

Location: Windhoek

Employment Type: Permanent

Principal Accountabilities:

- Develop, implement and continuously review HR policies and procedures in line with legislation and organisational objectives.
- Ensure compliance with all HR-related statutory provisions.
- Lead end-to-end recruitment, induction, and employee benefit processes.
- Manage training and development programmes and performance management systems.
- Oversee disciplinary and grievance processes.
- Support job evaluation, grading, and remuneration benchmarking.
- Oversee the monthly payroll process to ensure accuracy, timeliness, and adherence to policy, while preventing any irregularities.
- Provide secretarial support to the HR Board Committee.

Key Requirements:

- Bachelor's Degree in Human Resources Management or similar (Postgraduate qualification will be an advantage).
- At least 8 years' experience in a Human Resources environment, with 5 years in a senior position.
- In-depth payroll knowledge and experience.
- In-depth knowledge of Namibian Labour legislation and HR best practices.
- Proven leadership, communication, negotiation, and organisational skills.
- High ethical standards, attention to detail, and the ability to manage sensitive information confidentially.
- Valid Driver's Licence.

CLOSING DATE: 19 MAY 2025 @ 12:00

Prospective candidates should hand deliver or courier an application letter, CV, ID, and copies of supporting documents, indicating the **VACANCY & DUTY STATION YOU ARE APPLYING FOR.**

TO:

LIVESTOCK AND LIVESTOCK PRODUCTS BOARD

Human Resources Department, 30 David Hosea Meroro Road

PO Box 38, Windhoek, Namibia, ENQUIRIES: Tel. 061 275 830

(No e-mail applications will be accepted)

We encourage applications from people with disabilities, provided they meet the essential requirements for the position.