

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

Human Capital Officer

Location: Windhoek

Employment Type: Permanent

Principal Accountabilities:

- Prepare, process, and accurately capture all payroll-related data in line with organizational policies and statutory requirements.
- Support the effective implementation, maintenance, and communication of Human Resources policies and procedures across the organisation.
- Ensure organisational compliance with all relevant labour and statutory legislation, including the Labour Act, Social Security Act, Affirmative Action Act, Workmen's Compensation Act, and Employment Services Act.
- Register new employees with applicable statutory bodies and manage all associated payroll-related statutory submissions in a timely and accurate manner.
- Coordinate and facilitate the full Recruitment, Selection, and Onboarding processes to ensure a seamless and professional candidate experience.
- Administer all employee benefits efficiently, including pension, medical aid, and social security, while ensuring accuracy and prompt processing of updates and claims.
- Provide efficient, professional, and timely resolution of employee enquiries relating to HR, payroll, and benefits.

Key Requirements:

- Tertiary qualification in Human Resources Management or a related field.
- 2–3 years' experience in Human Resources as a generalist.
- Working knowledge of HR legislation and statutory HR requirements.
- Payroll administration experience (Accsys advantageous).
- Excellent computer skills (MS Excel & MS Word).
- Strong administrative, organizational, and communication skills.

PLEASE NOTE THAT OUR OFFICES WILL BE CLOSED FROM WEDNESDAY, 17 DECEMBER 2025 AT 12H00 AND WILL RE-OPEN ON MONDAY, 05 JANUARY 2026 AT 07H30. PLEASE DO NOT SUBMIT APPLICATIONS DURING THE CLOSURE PERIOD.

CLOSING DATE: 15 JANUARY 2026 @ 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

P.O 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.