

# VACANCIES

## HUMAN RESOURCES ADMINISTRATOR – UNITED AFRICA (NAMIBIA)

### RESPONSIBILITIES

- Drafting of employment contracts
- Management of employee records and contracts
- Recruitment, Candidate Screen & Onboarding
- Ensuring accurate HR records are maintained for all employees.
- Provide various business units with HR administrative support
- Providing administrative support for disciplinary related matters
- Leave management
- Attendance management
- Processing of payroll
- Digital Archiving
- Weekly reporting

### QUALIFICATIONS AND SKILLS

- Tertiary qualifications in Human Resources
- 1-2 years managerial experience
- Excellent command of English
- Thoroughness, attention to detail, and organizational skills
- Excellent Communication and presentation skills
- Ability to work under pressure
- Ability to work independently and as part of a team

*Please note that the list of responsibilities stipulated in each position are not exhaustive.*

### APPLICATION PROCEDURE:

Applications should be sent to [recruitment@united.com.na](mailto:recruitment@united.com.na) . Please note that **ONLY** shortlisted candidates shall be contacted. For more information on the positions advertised above visit [www.uaginvestments.com.na](http://www.uaginvestments.com.na)  
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**CLOSING DATE: 30 May 2025**