

VACANCY ANNOUNCEMENT

Background

The Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) invites suitable qualified, innovative individuals who are agile, flexible, and highly motivated, to apply for the position of Junior Human resources Specialist:

The Junior HR Specialist will play a crucial role in supporting the Human Resources unit by handling daily HR operations. Key responsibilities include managing employee records, supporting recruitment efforts, assisting in training programs, and ensuring compliance with company policies and labour laws. This position is perfect for an individual at the beginning of their HR career who is enthusiastic about learning and developing skills across various human resources functions.

1. JUNIOR HUMAN RESOURCES SPECIALIST

Job Title : Junior Human Resources Specialist
Job Category : Professional, Band 3
Location : Gaborone, Botswana
Place : GIZ Country Office
Duration : 01.12.2024 until 31.12.2026 (with a possibility of transitioning to a permanent contract)

A. Responsibilities and tasks:

Under the supervision of the Head of Human Resources and Head of Finance and Admin (HoFa), the Junior HR Specialist carries out the following duties and responsibilities:

1. Personnel recruitment and Onboarding

The Junior HR Specialist organises the recruitment and hiring process in accordance with GIZ standards. He /She:

- Assists in drafting job descriptions and posting job openings on appropriate GIZ approved social media platforms.
- Screens resumes according to the requirements for the position, schedules interviews, and coordinates communication with candidates.
- Notifies unsuccessful applicants, documents the selection process, archives the documentation, and enters the data into existing HRM systems.
- Conducts a blacklist check against the sanction list upon recruitment.
- Supports the onboarding process by preparing new hire documentation and ensuring smooth integration into GIZ Botswana.
- Assists in following up on the probationary period of new employees.

2. HR support & Administration

The Junior HR Specialist:

- Manages all organizational and administrative tasks related to processing, e.g., monthly updates of entries in SAP-HR for national staff.
- Provides administrative support on HR-related issues, i.e., Provident Fund, Pension Fund, P.A.Y.E (compiling Annual Returns), etc.
- Assists in initiating payments (e.g., Regional Experts' allowances and benefits) in line with staff contracts.
- Assists in writing and updating job descriptions with the support of the Head of Human Resources.
- Networks with the regional HR Hub and other HR specialists in the region to share experiences and good practices.

3. Employee Records and Data Management

- Maintains and updates employee records in HR databases and physical files.
- Ensures all HR-related documentation are properly filed and securely stored.
- Assists with processing employee information such as changes in employment status, promotions, and leaves.
- Maintains and updates information on the HR Unit IDA page.
- Maintains confidentiality of sensitive employee data.

4. Training and Development:

- Assists in organizing training sessions and development programs for employees, particularly in compiling topics to be discussed at the quarterly HR forum.
- Monitors participation and feedback from training sessions to improve future programs.

5. Compensation and Benefits:

- Supports the management of payroll and benefits administration.
- Assists with enrolment processes for medical aid, provident fund, pension fund, and other employee benefits.
- Performs other duties and tasks as requested by management.

B. REQUIREMENTS:

Qualification

- . Bachelor's degree in human resources, Business Administration, or a related field.

Professional experience

- At least 1-2 years of experience in an HR or administrative role is preferred.
- Familiarity with HRIS systems and proficiency in Microsoft Office Suite.
- Basic understanding of Labor laws and HR best practices.
- Strong organizational skills and attention to detail.
- Excellent interpersonal and communication skills.
- Ability to manage confidential information with discretion.

Other knowledge, additional competences

- Excellent communication skills, both written and oral, in English.
- Strong team player with a positive attitude.
- Strong time-management skills and the ability to meet deadlines.
- Proactive and willing to learn and take on new challenges.
- Problem-solving skills and the ability to manage employee issues professionally.

Applicants who apply should enclose motivational letter, current CV, certified copies of certificates, ID/Passport, and two traceable references.

Applications should be addressed to: Head of Human Resources (HR)
Private Bag X12, Village
Gaborone

E-mail address: hr-botswana@giz.de

OR

Hand delivered to 2nd Floor, Motswere Building, Prime Plaza II, Plot 54359,
New CBD, Gaborone, Botswana

Closing date for application is 22 October 2024.

Please note that only shortlisted candidates will be contacted.

GIZ Botswana is an equal opportunity employer, therefore it encourages applications from all qualified and eligible candidates regardless of their gender, religion/belief, origin, disability, and/or any other minority group. We are committed to creating an inclusive working environment for all employees.