

Human Resource Administrator

VACANCY

NOC Eros



www.namoncology.com

The Namibian Oncology Centre (NOC) is a state-of-the-art cancer treatment facility offering progressive, comprehensive cancer care through some of the most advanced treatment modalities available today. Patient care is what drives us to stay at the forefront of advances in our field. **NOC is seeking an experienced Human Resource Administrator** to join our team, working with fellow innovative team members who maintain our CARE values of *Compassion, Accountability, Reliability, and Excellence*.

WHAT YOU WILL BE DOING

- Address skills shortages by creating training and recruitment plans with management
- Manage applicant queries and conduct initial screening of applications
- Facilitate interview processes, record proceedings, guide panels, and compile minutes
- Conduct leave audits and provide reports on leave balances
- Manage HPCNA registrations and renewals for clinical staff
- Develop new policies and review existing policies in line with labour legislation
- Create and maintain indexed register of company policies and procedures
- Process monthly salary administration
- Provide accurate statistics and demographics for Affirmative Action reporting
- Monitor market developments affecting staff benefits (interest rates, medical aid contributions)
- Assist line managers and employees with leave management
- Perform additional HR administrative duties as required

WHAT WE NEED FROM YOU

- Bachelor's degree in Human Resources Management (NQF 7) essential
- Minimum 5 years' HR experience
- Experience with SAGE 300 advantageous
- Strong knowledge of Namibian labour legislation
- Excellent verbal and written communication skills
- High level of professionalism and personal presentation
- Strong organisational and multitasking abilities
- Code B driver's licence advantageous
- Ability to handle confidential information with discretion

Apply Before 10 October 2025

To join us in Restoring Hope Through Compassionate Care

Hand deliver: 3 Heliodoor Street, Eros, Windhoek OR **via email:** HR@namoncology.com

We believe diversity strengthens care. Suitably qualified applicants are encouraged to apply.

Only shortlisted candidates will be contacted.