



W I L D E R N E S S

Make a difference to conservation and community empowerment through high-end, impactful tourism.

Proudly established in Botswana four decades ago, Wilderness is dedicated to increasing the world's wilderness, together.

HUMAN RESOURCE OFFICER

Purpose of position:

To provide comprehensive Human Resources Services to the organisation, ensuring consistent delivery of all Wilderness HR practices. This position will support the HR Manager and HR Department to ensure that the department is fully functional and accountable. This job will focus on organizational functions and other ad hoc functions. It is imperative that all work performed is done professionally and that deadlines are met.

Brief Description of position:

- To implement and co-ordinate the full recruitment cycle to ensure that the Organisation is optimally staffed at all times.
- To initiate and assist in drafting job descriptions and manage specifications for the Organisation to ensure that jobs have up to date job descriptions
- Direct liaison with approved recruitment agencies for supply of manpower.
- Preparation of documentation pertaining to work permit/visa applications.
- Assist in Monitoring the success of the understudy program
- Drives and arranges for travel and accommodation for extended interview trips for management interviewees.
- Prepare employment contracts, and arrange for new employee induction programs.
- Recommends training for candidates suitable to undergo Lodge Management training.
- Maintain document workflow and work procedures and conduct appropriate self-audits to ensure data integrity.
- Organizing and managing new employee orientation, on-boarding process
- Assist in performance management processes
- Support the management of disciplinary and grievance issues
- To advise management and their subordinates on Labour practices, HR policies, procedures and the application of these with emphasis on advocating fairness and consistency as well as ensuring legal compliance
- To conduct exit interviews for all employees. Analyses the finding and makes recommendations to management.
- Provide clerical and administrative support to

Human Resources Manager.

- Compose and distribute routine written correspondence from human resources department.
- Organize and maintain electronic and paper files.
- Maintain administrative forms.
- Ensure payroll receives all relevant information for Payroll Processing

Minimum Requirements

- A Bachelor's degree in Human Resource management, Business or Public Administration or related field.
- Computer Literate - Microsoft office, email, internet and importantly Microsoft PowerPoint
- Proven English literacy and fluency
- A minimum of 5 years work experience in the HR field.
- Previous management & development of a brand will be an advantage.
- Experience in handling trade relationships

Competencies

- Emotional Intelligence with strong interpersonal skills
- Customer Focused
- Organizational Skills
- Problem Solving
- Assertiveness
- Integrity and widely trusted.
- Energetic and action oriented.
- Active Listening
- Composure and Professionalism
- Presentation Skills
- Flexibility

Only candidates who meet the above requirements need to apply by following the link below:

<https://wilderness.simplify.hr/vacancy/Op9qss>

Closing Date: 4th June 2023

PLEASE NOTE THAT ONLY SHORTLISTED CANDIDATE WILL BE COMMUNICATED WITH.