



JOB DESCRIPTION

FOR PEOPLE OPERATIONS & ADMINISTRATION MANAGER (DUAL POSITION)

Report to: The Members

Location: HQ - Windhoek (travelling to Swakopmund factory once in a while might be required, however, relocation to Windhoek taking place Q1/Q2)

Contract Duration: One (1) year, renewable

1. PURPOSE OF THE POSITION

The People Operations & Administration Manager is responsible for maintaining day to day People Operations and Administration in order to meet business, Client and legislative requirements.

TeSik Group consists of the following subsidiaries, namely:

- TeSik Decking CC is a pre-cast manufacturing business located in Swakopmund, Namibia (*to relocate to Windhoek Q4 and restructure to TeSik MPS (Pty) Ltd*)
- TeSik Distributors is the approved agent for distributing Geoplast products (*to merge with TeSik MPS (Pty) Ltd in 2023, Q4*).
- TeSik Project Consultants CC offers Engineering and Project Management services. TPC is also majority shareholder in a Rail Consulting company called RCE consulting Namibia.
- TeSik Group, through its founders, also holds majority stake of AIJCEIM (Pty) Ltd (AIJ Consulting Engineers & Infrastructure Managers).
- M-uuZilo Trading Enterprise / Omukwa Renewable Energy (Pty) Ltd is a renewable energy developer.
- TeSik Group also has interests in property development.

You will be expected to perform more than one task i.e. group People Operations, Administrative and at times Personal Assistant duties. The work load will be medium to high in the begin and the company will seek to narrow your job description as soon as the business is in a position to hire additional capacity.

2. SCOPE

The People Operations & Administration Manager reports to the Members and is responsible for assisting with preparation of PO reports (weekly / monthly / annually), maintain groups PO policy, supervising the payroll, personnel services and administrative, secretariat duties in order to meet business, Client and legislative requirements.

Responsible for organizational development including conducting organizational assessments, developing and implementing strategies, facilitating change management,

supporting leadership development, analysing data and making recommendations, and collaborating with other departments.

The post is a very good opportunity for any aspiring individual to grow and get exposed to multi-disciplinary PO and Admin activities.

3. PEOPLE OPERATIONS: DUTIES AND RESPONSIBILITIES:

- Establish and Implement PO policy for TeSik Group;
- Payroll administration;
- Responsible for Recruitment (along with relevant Contracts), Selection and Placement of new Personnel & induction;
- Responsible for Termination Services of Personnel;
 - Employee Relations.
 - Resignations / End of contract.
 - Retirement.
 - Benefit Administration.
- Leave administration;
- Loans and Advance administration to Personnel;
- Overtime Management;
- Work Visas and Permits (where applicable);
- Subsistence & Travel Allowances;
- Administration of Personnel Files;
- Communication and Advice;
- Training, Career and Personal Development;
- Leading business optimization through individual and team coaching;
- Induction of new Personnel;
- Conduct skills audit and training;
- Intern Program Development, Management & Assessment;
- Compliance of organization with relevant institutions such as Social Security;
- VET Levy claims;
- Issuing of PAYE5;
- Risk Management of organization;
- Discipline and Grievances management;
- Strategic planning and performance design;
- Performance Setting and Management of Personnel;
- Create and run change management strategies;
- Runs employee satisfaction surveys;
- Progress Reports to Partners.

4. ADMINISTRATIVE DUTIES

- Assist with preparation of budgets;
- Compile Stationary & Office Supply Lists to be purchased.

- Arranging appointments and organising meetings (includes taking minutes where requested);
- Typing/word processing and filing;
- Using a variety of software packages (MS Word, Excel and Power Point);
- Booking transport (e.g. flights and rentals) and accommodation;
- Implementing and maintaining procedures/administrative systems;
- Liaising with staff, suppliers and clients;
- Drafting letters, presentations and reports;
- Operate office equipment such as photocopiers, fax machines, switchboards and computers;
- Carries out odd administrative personal tasks for the Members;
- Assist all other departments with administrative functions;
- Maintain all TeSik Group Companies mandatory documents;
- Carries out additional relevant tasks that might not be explicitly stated herein.

5. QUALIFICATIONS AND EXPERIENCE REQUIRED

- Bachelor's Degree in Human Resource / Industrial Psychology or similar qualification;
- 3 years' experience HR position as a generalist or administrator in organisation with +50 employees;
- Demonstratable experience in organisational design;
- Knowledge of Payroll software will be advantageous;
- Understanding of the Labour Act and all governing labour laws;
- Driver's Licence is compulsory.

6. KEY SKILLS FOR CANDIDATE

- Effective communication skills (verbal and written);
- Concise language and report writing skills;
- Interpersonal skills;
- Adaptability;
- Good interpersonal skills;
- Ability to multitask;
- Organising skills;
- IT skills (MS Office, Excel and SAGE VIP);
- Conflict resolution and problem-solving skills.

7. PERSONAL ATTRIBUTES

The incumbent must maintain strict confidentiality in performing the duties of the People Operations & Administration Manager. The incumbent must also demonstrate the following personal attributes:

- Self-starter,
- Should keep up to date with labour matters (case law decisions);
- Be honest, trustworthy and respectful;
- Be emotionally mature and flexible;
- Possess cultural awareness and sensitivity;
- Demonstrate sound work ethics;
- Be time conscious;
- Be willing to go the extra mile and do more than expected.

8. CONTACT INFORMATION

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