

Job Opportunities

Debswana Diamond Company – **Technical Services** would like to invite suitably qualified innovative, results oriented and self-driven individuals to apply for the position listed and described below and join a professional team driven by service excellence, where the demands of the business are met by encouraging team work and addressing the needs of the individual.

HUMAN RESOURCES OFFICER (Re – Advertisement)

Ref: DCC 0000288

Tenable at Corporate Centre

Job Summary

To provide functional Human Resources Service in line with Human Resources policies and procedures.

Minimum Requirements

- Degree in Social Sciences or equivalent
- 3 years post qualification experience in an HR operations environment
- Proficiency in MS Word Suite.
- Drivers' license.

Key activities

- Recommends and incorporates cost saving initiatives into budgets and controls expenditure within approved parameters.
- Interprets and advises employees on Human Resources policies, procedures and agreements as and when required.
- Conducts analysis of HR processes in the operational functional area highlighting problem areas and making recommendations to management.
- Conducts initial inductions or on-boarding of new employees by taking them through the employment requirements and HR policies and procedures.
- Coordinates performance appraisal exercise and talent management processes in areas of responsibility.
- Conducts and verifies pay and benefits calculations in line with company pay philosophy to comply with payroll / salary administration directives and ensure accuracy and timeliness
- Provides a recruitment service to ensure operations are optimally manned by:
 - Analysing staffing levels and advice line management accordingly



- Short listing applications in preparations for selection
- Arranging and interviewing prospective employees
- Reviews the effectiveness of the recruitment process regularly by interviewing customers, identifying problem areas and making recommendations to alleviate problems.
- Implements internal audit action plans in area of responsibility and ensures that deviations are rectified.
- Tracks decisions and changes on various HR related issues for proactive avoidance and resolution of anomalies/queries.
- Facilitates labour forecast in area of responsibility according to business unit needs.
- Provides guidance in the development and grading of job descriptions for respective departments.
- Maintains and ensures compliance to employee separation process according to agreements and company policies.
- Maintains HR information systems by:
 - inputting and extracting information from various systems, identifying incongruences and taking corrective action to ensure accuracy Short listing applications in preparations for selection
 - maintaining employee records and other relevant documentation
 - performing self-audits to ensure HR data integrity and implementing
 - liaises with LBA for continuous business improvement on systems related issues as it pertains to people issues e.g. Leave
 - management, contracts management
- Adheres to all safety, health and environmental policies and procedures in area of responsibility

Only candidates who meet the above requirements need apply enclosing a current curriculum vitae and certified copies of certificates to Email: recruitmentHO@debswana.bw.

Closing Date: 31st May 2017.

