



JOB ADVERTISEMENT

NAMBoard invites suitable and qualified candidates meeting the criteria to fill the below position.

HUMAN RESOURCES OFFICER

The Human Resources Officer is responsible for supporting the HR Manager and ensuring that all administration linked to the Human Resources Unit is up to date on a day-to-day basis. The role places strong emphasis on payroll processing, PaySpace system management, and benefits administration, while supporting the implementation of HR strategies in compliance with labour legislation, NAMBoard policies, and ISO 9001:2015 standards.

Key Performance Areas

The candidate will be responsible for, but not limited to, the following:

- Assist in the development and implementation of HR policies and procedures in compliance with labour laws and regulations
- Dispatch HR correspondence, letters, documentation, forms, and templates
- Assist in handling employee grievance and disciplinary matters in line with policy
- Provide secretariat support during disciplinary and grievance hearings
- Support the development and implementation of staff training and development plans
- Coordinate recruitment, selection, induction, and Performance Management System (PMS) processes
- Administer payroll and benefits, including capturing inputs, maintaining PaySpace records, and resolving payroll queries
- Assist with leave administration and ensure accurate system updates
- Support the implementation of employee wellness and safety programmes
- Assist in budget preparation and monitoring for the HR Unit
- Prepare and support the compilation of HR reports and audit requirements
- Provide continuous administrative and operational support to the HR Manager

Minimum Requirements

- Degree in Human Resources Management or equivalent
- Minimum three (3) years' experience in Human Resources Management and Administration, with strong payroll exposure
- Proficiency in HR Management Software (PaySpace will be an added advantage)
- Knowledge of payroll processing, statutory compliance, and labour legislation
- Capacity to support implementation of HR strategy
- High level of integrity and ability to handle confidential information
- Good interpersonal skills and customer-centric approach

- Strong organisational skills with attention to detail and accuracy
- Willingness to work additional hours when required

Please email applications together with a detailed Curriculum Vitae and certified copies of certificates to: The Human Resources Manager, National Agricultural Marketing Board, P O Box 4261, MANZINI. Email Subject: **Human Resources Officer**. Email: recruitment@namboard.co.sz. The closing date for applications is **27 March 2026**.

Should you not receive any correspondence within 14 days after the closing date, please consider your application unsuccessful. Only emailed applications will be accepted.