

## VACANCY ANNOUNCEMENT

The Deutsche Gesellschaft fuer Internationale Zusammenarbeit (GIZ) invites suitably qualified, experienced, innovative individuals who are agile, flexible, and highly motivated, to apply for the position of:

### 1. HEAD OF HUMAN RESOURCES (HR)

Job Title : Head of HR  
Job category : Professional, Band 4  
Location : Gaborone, Botswana  
Place : GIZ Country Office  
Contract Period : start immediately until **31.12.2025** (with possibility of extension)

### RESPONSIBILITIES

Under the supervision of the Head of Finance and Administration, the Head of HR carries out the following responsibilities and tasks;

#### A. Tasks

##### 1. GIZ Policy for National Personnel (NP)

- Implements the GIZ Policy for NP in line with local legal conditions and maintains contact with the GIZ Regional Hub and the GIZ-Headquarters in Eschborn
- Oversee the entire employee lifecycle, from recruitment and onboarding to performance management and offboarding.
- Handle employee relations, conflict resolution, and disciplinary actions when necessary.
- In coordination with local law firms, represents GIZ-Botswana legally at the Health Insurance Company, Social Security, and the Botswana Labour Office
- Revises the GIZ-Botswana Employment Handbook for NP, while keeping GIZ-NP Policy aligned with Botswana Labour Law regulations. In this context, the Head of HR consults a lawyer specialising in labour law
- Ensures that internal and external recruitment procedures are in line with GIZ policy
- Further develops the induction/onboarding process for new NP (ie. hand-outs, introduction to GIZ-Office, and introduction workshop for new GIZ-NP)

##### 2. Advisory Services

- Advises Heads of Project/Programme (AV) and hiring managers on job profiles, salary bands/zones, and interprets GIZ policies
- Advises Heads of Project/Programme (AV), hiring managers and National Personnel on professional development measures, transfer/rotation of personnel and promotions, if requested
- Advises hiring managers in all recruitment-related matters
- Collaborate with senior management to provide HR guidance on strategic initiatives and organizational planning.
- Drive employee engagement initiatives, fostering a positive work environment and a culture of inclusivity.
- Create and administer HR policies and procedures, ensuring compliance with employment laws and regulations.

- Advises the Country Director in the cooperation and coordination with the National Staff Representative Committee (NSRC)

### **3. Recruitment and Selection**

- Is the central point for receiving recruitment requests from the projects/programmes for NP and interns
- Handles contracting, and salary negotiation process for new recruits
- Recruitment (identifies existing GIZ HR resources in the Country and/or region, writes job advertisements and ensures publication in appropriate print and/or online media)

### **4. Human Resource Information Management System**

- Ensures that the data base in SAP-HR is up-to-date
- Initiates the yearly performance-based remuneration (bonus) process, according to the Head of Project/Programme's and manager's assessments of NP
- Ensures the determination and implementation of the yearly inflation adjustment of salaries
- Reviews salary adjustment requests and related job descriptions received by managers before implementation
- Arranges that salary studies are conducted, for maintaining a coherent and comparable salary structure in GIZ Botswana (benchmarking)
- Ensures payroll runs smoothly, and keep regular contact with Psiber system administrators
- Ensures submission of annual returns and tax certificates to Tax authorities (BURS)

### **5. Performance Management, Training and Professional Development**

- Designs and ensures the conduction of regular induction workshops for "GIZ Introduction for National Personnel"
- Monitors the timely implementation of the yearly Staff Assessment and Development Talks (SAT) and collect forms from all projects/programmes, especially the information on development needs and required trainings of NP
- Ensures the sharing of a list of planned trainings for each year, after the collection of required staff development measures agreed upon in the yearly Staff Assessment and Development Talks
- Performs other duties and tasks at the request of management

## **REQUIREMENTS:**

### **Qualifications**

- BA/Master's degree in HRM, Psychology, Law, or similar area

### **Professional experience**

- At least 5 years' professional experience in a comparable position with management experience
- Deep understanding of employment laws and regulations.

### **Other knowledge, additional competences**

- finely tuned organisational skills and ability to work on one's own initiative at the conceptual level
- SAP applications is desirable
- basic knowledge of HR management, and initial work experience desirable
- willingness to up-skill as required by the tasks to be performed – corresponding measures are agreed with management
- some knowledge of external commercial developments and emerging best practice
- ability to clearly and concisely express ideas and concepts in written and oral form
- ability to establish harmonious working relations in an international and multicultural environment

Applicants who apply should enclose motivation letter, current CV, certified copies of certificates, ID/Omang, and two traceable references.

Applications should be addressed to: Head of Human Resources  
P / Bag X12, Village  
Gaborone

E-mail address: [hr-botswana@giz.de](mailto:hr-botswana@giz.de)

OR

Hand delivered to: 2<sup>nd</sup> Floor Motswere House, Plot 54358, Prime Plaza, New CBD,  
Gaborone

**Closing date for application is 24.01.2024.**

Please note that only shortlisted candidates will be contacted.

*GIZ Botswana is an equal opportunity employer, therefore it encourages applications from all qualified and eligible candidates regardless of their gender, religion/belief, origin, disability, and/or any other minority group. We are committed to creating an inclusive working environment for all employees.*