

VACANCY ANNOUNCEMENT

The Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) invites suitably qualified and innovative individuals who are agile, flexible, highly motivated, and eager to learn to apply for the position of Human Resources Specialist.

1. HUMAN RESOURCES SPECIALIST

Job Title : Human Resources Specialist
Salary Grade : Professional, Band 4
Location : Gaborone, Botswana
Place : GIZ Country Office
Contract Period : start immediately until 30.06.2028 (with possibility of extension)

A. RESPONSIBILITIES

Under the supervision of the Head of Human Resources, the Human Resources Specialist carries out the following responsibilities and tasks:

- Provide overall coordination and supervision of HR administrative and operational processes
- Ensure accuracy, integrity, and consistency of HR data across HR systems (payroll systems, etc.)
- Ensure compliant, timely, and accurate payroll processing in line with organisational and statutory requirements
- Ensure compliance with Botswana labour laws and statutory obligations, including PAYE and BURS submissions
- Support recruitment and onboarding processes to ensure effective and compliant hiring and integration of employees
- Ensure HR systems are effectively used, and HR data is reliable, accurate, and audit-ready
- Supervise and provide guidance to Junior HR in execution of HR operational tasks
- Ensure continuous improvement of HR processes, systems, and service delivery
- Deputises the Head of HR and assumes responsibility for HR operations in their absence

B. TASKS

1.HR Operations & Administration

- Review and validate HR data prepared by Junior HR before system submission
- Monitor updates to employee records (contracts, personal data, employment changes)
- Oversee HR filing, documentation, and record management (digital and physical)
- Assign, coordinate, and track HR administrative tasks performed by Junior HR

2.Payroll & Compliance

- Oversee preparation of payroll inputs by Junior HR
- Review and validate payroll data prior to processing in Psiber (and future Sage system)
- Manage payroll approval workflow:
 - Junior HR prepares payroll inputs
 - HR Specialist reviews and validates
 - Head of HR approves and sends to finance
- Ensure preparation of CSV files for submission by Head of HR
- Oversee distribution of monthly payslips after final approval
- Ensure monthly PAYE submissions and annual tax returns to BURS are completed
- Coordinate payroll reconciliations and support payroll audit processes

3.Recruitment & Onboarding Support

- Coordinate recruitment processes including scheduling interviews and managing logistics
- Support screening and shortlisting processes for candidates
- Ensure recruitment processes are fair, transparent, and policy compliant
- Support onboarding of new employees, including documentation preparation and induction coordination

4.Employee Support & Advisory

- Respond to routine HR queries from staff and managers
- Provide guidance on HR policies, procedures, and employment conditions
- Escalate complex or sensitive HR matters to Head of HR
- Support resolution and documentation of HR issues

C. REQUIREMENTS:

Qualifications

- BA in Human resources, Business Administration, or a related field.

Professional experience

- Minimum of 5 years' progressive HR experience, with strong exposure to HR operations and administration
- Solid experience in payroll processing, validation, and HR system management
- Proven experience in monthly and annual tax submissions to BURS, including PAYE returns and reconciliations
- Experience with HR systems such as SAP, Psiber, Sage, or similar payroll platforms (system migration experience is an advantage)
- Experience supporting or coordinating employee onboarding processes

Other knowledge, additional competences

- Strong knowledge of Botswana labour laws and statutory requirements
- Basic understanding of accounting principles and financial reconciliation processes
- Advanced proficiency in Microsoft Excel, including payroll templates, pivot tables, VLOOKUP/XLOOKUP, and reconciliation reporting
- Strong numerical accuracy and attention to detail
- Strong analytical and problem-solving skills
- Ability to manage multiple deadlines and monthly payroll cycles
- Strong coordination and supervisory skills
- High level of integrity and ability to handle confidential information

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

Closing date for application is **15.05.2026**.

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.