



TERMS OF REFERENCE FOR THE HUMAN RESOURCES MANAGER

Position Title: Human Resources Manager

Duty Station: Benguela Current Convention (BCC) Secretariat, Swakopmund, Namibia

Reports To: Executive Secretary

Application Deadline: 06 August 2026

Commencement date: as soon as possible

Salary notch: NAD 689,627.00

1. ABOUT THE BENGUELA CURRENT CONVENTION (BCC)

The Benguela Current Convention (BCC) is a multi-sectoral organisation established by the Republics of Angola, Namibia and South Africa (Parties) to spearhead regional collaboration for integrated management, sustainable development and protection of the environment using an ecosystem approach to ocean governance in the Benguela Current Large Marine Ecosystem (BCLME). The BCC is the first inter-governmental Convention in the world to be based on the Large Marine Ecosystem (LME) concept of ocean governance – a move towards managing transboundary resources at the larger ecosystem level (rather than at the national level) and balancing human needs with conservation imperatives.

The Secretariat of the Benguela Current Convention is located in Swakopmund, Namibia. The functions of the Secretariat, as defined in Article Thirteen of the Convention, are to:

- (a) provide services to the Ministerial Conference, the Commission and its subsidiary bodies to facilitate the execution of their functions;
- (b) establish rules and procedures of operation, functioning and appointment of its staff to be approved by the Commission;
- (c) propose the creation or termination of such positions as deemed necessary to perform its functions, with the approval of the Commission;
- (d) source resources, additional to the contributions made by the Parties, to carry out and implement the programmes of the Commission;
- (e) establish partnerships with other organisations; and
- (f) Perform such other functions as the Commission may determine.

The core values of the BCC are: Integrity, Accountability, Transparency, Equity and Environmental sustainability.



2. GENERAL ROLES AND RESPONSIBILITIES

The Benguela Current Convention (BCC) is seeking to hire a Human Resources Manager.

- **Job Purpose**

The Human Resources Manager is responsible for **leading and managing all HR functions** within the BCC, ensuring that the organization attracts, develops, and retains a highly competent and diverse workforce

- **Key Responsibilities**

The role supports the delivery of BCC's mandate by implementing effective HR strategies, promoting organizational excellence, and ensuring compliance with regional and international employment standards.

2.1 Strategic Human Resource Management

- Develop and implement HR strategies aligned with BCC's strategic goals and environmental mandate.
- Contribute to organizational planning, workforce planning, and institutional strengthening initiatives.
- Advise senior management on HR trends, risks, and best practices.

2.2 Recruitment and Talent Management

- Lead transparent and merit-based recruitment processes across member states (Angola, Namibia, South Africa).
- Coordinate onboarding and induction of new staff.
- Develop retention strategies to attract and maintain high-quality talent.

2.3 Performance Management

- Design and manage a performance management system aligned with BCC's objectives.
- Support supervisors in conducting performance reviews and appraisals.
- Promote a results-based culture within the organization.



2.4 Learning and Capacity Development

- Identify staff training and development needs.
- In coordination with the Manager: Training and capacity development, design and coordinate capacity-building programs for staff.
- Promote continuous professional development and knowledge sharing.

2.5 Employee Relations and Organizational Culture

- Foster a positive, inclusive, and multicultural work environment.
- Manage employee relations, grievances, and disciplinary processes.
- Promote staff engagement, wellbeing, and diversity.

2.6 Policy Development and Compliance

- Develop, review, and implement HR policies and procedures.
- Ensure compliance with Namibian labour laws and international standards.
- Maintain HR records and ensure confidentiality and data protection.

2.7 Compensation and Benefits Administration

- Manage payroll, benefits schemes, and performance management rewards.
- Conduct salary benchmarking and ensure competitive compensation structures.
- Oversee contracts, renewals, and employment conditions.

2.8 Organizational Development and Change Management

- Support organizational restructuring and transformation initiatives.
- Lead change management processes to improve efficiency and effectiveness.
- Promote innovation and continuous improvement in HR systems.

3. KEY PERFORMANCE INDICATORS (KPI'S)

- Approved recruitment processes are completed within agreed timeframes and in accordance with BCC recruitment procedures.



- Qualified and high-performing staff are retained through effective talent management, engagement, and succession planning measures.
- Employee satisfaction and engagement levels are measured regularly, with action plans developed and implemented to address identified gaps.
- HR policies, procedures, employment contracts, and applicable labour requirements are implemented and monitored for compliance.
- Performance management processes are managed effectively, including ensuring timely completion of performance agreements, reviews, and development plans.
- Approved staff development and capacity-building programmes are implemented in line with identified training needs and available resources.
- HR operational services, including records management, contracts, payroll inputs, benefits administration, and HR reporting, are delivered accurately and on time.

4. QUALIFICATIONS AND EXPERIENCE

Qualification

- Master's degree in human resource management, Organizational Development, Business Administration, or related field.
- A professional HR certification is an added advantage.

Experience

- At least **8–10 years of progressive HR experience**, with a minimum of 5 years in a managerial role.
- Experience in international, regional, or intergovernmental organizations is highly desirable.
- Familiarity with the BCLME region and multicultural environments.

5. COMPETENCIES AND SKILLS

Technical Competencies

- Strong knowledge of HR best practices and Labor legislation
- Experience in talent management and organizational development
- Policy development and implementation skills
- Performance management systems expertise



Behavioural Competencies

- Leadership and strategic thinking
- Excellent communication and interpersonal skills
- High level of integrity and confidentiality
- Cultural sensitivity and diplomacy
- Problem-solving and decision-making ability

Knowledge, skills and abilities

- Knowledge of relevant employment legislations as it pertains to the Namibian Labor Act, Employment Benefits, Income Tax Act, Social Security and Workers Compensation Act.
- Knowledge of relevant Acts pertaining to Employment in South Africa and Angola.
- Knowledge of relevant provincial employment legislation such as the Employment Standards Act (2000), Occupational Health and Safety, and Human Rights Acts.
- Working knowledge of work visa applications, and compliance with relevant legislation.
- Excellent knowledge of human resource planning, management, and administration
- Awareness and understanding of Pension and Benefits Plans is an asset
- Strong communication skills, including written, verbal, and presentation
- Proficient interpersonal skills, including conflict resolution, collaboration, facilitation, negotiation, and team building
- Ability to work well with people from a wide range of backgrounds
- Proficiency in the use of computer programs for: Word processing – MS Word, Power Point, Publisher, Spreadsheets – MS Excel, E-mail - MS Outlook, Internet

6. WORKING RELATIONSHIPS

- **Internal:** Executive Secretary, Programme Managers, Finance Team, Staff
- **External:** Member state institutions, development partners, consultants, service providers



7. ADDITIONAL REQUIREMENTS

- Willingness to travel within BCC member states
- Ability to work in a multicultural and multidisciplinary environment
- Strong commitment to environmental sustainability and regional cooperation

8. ADMINISTRATION OF BENEFIT PLANS AND REPORTING

- Enrolment and de-enrolment of all staff within the BCC Pension, medical Aid and Benefit Plans in a timely fashion.
- Ensure that all employee information is accurately maintained on relevant Plans.
- Liaise regularly with the Benefit providers to ensure the accurate maintenance of all employees within the plans.
- Respond and follow up to all employee Benefits Plan enquiries to ensure that all employees are in receipt of the agreed plan benefits.
- Arrange regular advisory sessions with all employees.
- Conduct annual reviews of the staff Benefit Plans to ensure optimal plan efficiencies for the organization.
- Liaise regularly with the finance staff to ensure that accurate employee reports and payments are made to the provider.
- Completion of quarterly reports to the Executive Secretary
- Completion of all required internal and external Benefits reports.
- Completion of annual Human Resource Department Report

9. APPLICATION PROCESS

The vacancy is open to competent nationals of the BCC Parties (Angola, Namibia and South Africa)

Applications containing a cover letter, certified ID copy, detailed CV and certified copies of qualifications should be forwarded to:

The BCC Executive Secretary, National Project Officer, 1 Strand Street, Swakopmund, alternatively by post to: Private Bag 5031, Swakopmund, Namibia and/or preferable by email to: hrm@benguelacc.org



All foreign qualifications should be duly accredited by the Namibian Qualifications Authority (NQA) and accreditation attached to application.

Applications that do not comply with the above will not be considered.

Closing date: 06 August 2026, 16h00 (Namibian time)

Note: Only shortlisted candidates will be contacted for the interviews.