

# Job Vacancy

<b>Organization</b>	NEW ERA COLLEGE OF ARTS, SCIENCE AND TECHNOLOGY
<b>Job Title:</b>	SENIOR MANAGER, HUMAN RESOURCES
<b>Job Function:</b>	ADMINISTRATION
<b>Level:</b>	MANAGEMENT
<b>Responsibility:</b>	DIVISION OF ADMINISTRATION AND FINANCE
<b>Reporting to:</b>	DIRECTOR, HUMAN RESOURCES
<b>Employment:</b>	FULL-TIME CONTRACT
<b>Location:</b>	GABORONE, BOTSWANA
<b>Term:</b>	4 MONTHS
<b>Start:</b>	JUNE 1, 2025

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## Job Summary:

The Senior Manager, Human Resources will lead and manage core HR functions including payroll, HR administration, recruitment, talent and performance management, employee relations, training, and employee engagement and welfare. This Senior Manager will play a key role in supporting the HR strategy, ensuring legal and policy compliance, and fostering a inclusive and high-performance culture work.

## Key Responsibilities:

### HR Administration & Operations

- Oversee all HR administrative processes including but not limited to contract management, employee records, and HRM systems and tools.
- Oversee performance management and ensure a credible, fair and transparent process.
- Ensure data accuracy and timely reporting.

### Payroll Management

- Supervise payroll processing to ensure accuracy, compliance with policies and Employment Act, and timely disbursement.
- Work closely with accounting to streamline payroll and benefits administration.

### Employee Relations & Disciplinary Management

- Manage employee grievances, workplace investigations, disciplinary issues, and hearings in accordance with institutional policies and Employment Act.
- Provide guidance and support to managers on performance management, staff relations, and workforce planning.
- Act as the custodian of the Professional Code of Conduct and other related HR policies and procedures.

### Recruitment & Onboarding

- Manage end-to-end recruitment processes including job postings, interviews, offers, and onboarding.
- Develop talent acquisition strategies to attract high-caliber staff across academic and non-academic roles.

### Compliance & Policy Management

- Ensure compliance with Employment Act, institutional policies, and HR best practices.
- Regularly review and update HR policies and procedures.

### Team Leadership

- Manage and mentor the HR team to ensure high performance, professional growth, and service excellence.

### HR Strategy & Projects

- Support the Director of HR in the implementation of HR strategies aligned with the institution's goals.
- Lead special HR initiatives such as employee engagement, training programs, and organizational development projects.
- Perform any other related duties as assigned by the supervisor.

### **Qualifications & Experience:**

- Bachelor's degree in human resources, business administration, or related field.
- Master's degree in human resources, business administration, or related field is preferred.
- Minimum 10 years progressive experience in HR, with at least 3 - 5 years in a management role at a reputable organization.
- Strong knowledge of Employment Act and HR best practices.
- Professional HR certification is an advantage.
- Experience in a university or higher education institution is an advantage.

### **Key Competencies:**

- Strong leadership and people management skills.
- Excellent communication and interpersonal skills.
- High level of integrity and discretion.
- Sound judgment and decision-making.
- Ability to manage multiple priorities in a fast-paced environment
- Extensive experience using technology and HRM software and solutions.
- Proficiency in Microsoft excel and data analysis.
- Proven experience in planning and executing large scale employee welfare and engagement initiatives.
- Proven experience in and strong understanding of payroll.

### **Application Requirements:**

- New Era Employment Application form
- Curriculum Vitae
- Cover letter
- Certified copies of educational and professional transcripts and certificates
- Certified copies of Passport or National Identification
- Three (3) references obtained in the last 2 - 4 years

### **Statement of Stewardship and Ethics**

*New Era College employees are expected to act in accordance with accepted high standards of behaviour in public life, which embrace selflessness, integrity, objectivity, accountability, openness, honesty and leadership. All members of New Era College should act in its best interests, rather than represent the interests of individuals or particular groups. New Era College is a steward of diversity and embraces the benefits of a non-discriminative community that welcomes and acknowledges equal opportunity inclusive of all community interests.*

### **HOW TO APPLY**

Click the link below to access the Employment Application Form

<https://forms.gle/Qb3ZdnV4F6aN65GV8>

OR

Write to HR Manager  
P.O. BOX 402134, Gaborone  
[careers@neweracollege.ac.bw](mailto:careers@neweracollege.ac.bw)

Closing date: **5th May 2025**

