



Job Vacancy

Organization	NEW ERA COLLEGE OF ARTS, SCIENCE AND TECHNOLOGY
Job Title:	OFFICER, HUMAN RESOURCES
Job Function:	ADMINISTRATION
Level:	NON-MANAGERIAL
Responsibility:	DIVISION OF ADMINISTRATION AND FINANCE
Reporting to:	MANAGER, HUMAN RESOURCES
Employment:	FULL-TIME CONTRACT
Location:	GABORONE, BOTSWANA
Term:	THREE-YEAR
Start:	JUNE 1, 2025

Job Summary

We invite applications from suitably qualified candidates for the position of **Human Resource Officer**. The successful candidate will be responsible for providing professional support in various human resource functions, including recruitment, employee relations, compliance, performance management, and HR administration.

Core Responsibilities

- Manage the full recruitment process: job postings, screening resumes, supporting interviews, and coordinating with hiring managers.
- Facilitate onboarding of new employees, ensuring all documentation is completed and filed.
- Implement and manage performance appraisal systems and ensure regular performance tracking and feedback.
- Identify training needs and coordinate relevant training and staff development programs.
- Support career development initiatives and succession planning.
- Maintain accurate, up-to-date, and confidential employee records including contracts, leave balances, and attendance.
- Ensure timely preparation and management of HR documents and reports.
- Monitor compliance with labor laws, regulations, and internal HR policies.
- Serve as the first point of contact for employee inquiries and HR-related concerns.

- Compile and submit regular HR metrics reports (e.g., recruitment, turnover, employee engagement).
- Analyze HR data to identify trends and contribute to strategic HR planning.
- Support the development and revision of HR policies and procedures.
- Assist in conducting surveys, questionnaires, and focus groups for employee feedback.
- Participate in departmental projects and cross-functional HR initiatives.
- Coordinate and submit work permit applications for international staff.
- Perform any other duties assigned by the Human Resource Manager.

Qualifications & Experience

- Bachelor's degree in human resource management, Industrial Psychology, Business Administration, or related field.
- Minimum 4 years' experience in a similar HR role.
- Strong understanding of HR best practices, labor laws, and compliance requirements.
- Proficiency in Microsoft Office and HR information systems.
- Excellent communication, interpersonal, and organizational skills.
- High level of professionalism, confidentiality, and integrity.

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 behavior 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/Ob3ZdnV4F6aN65GV8>

OR



Write to HR Manager



P.O. BOX 402134, Gaborone



careers@neweracollege.ac.bw

Closing date: **5th May 2025**




 36158, Block 8 Gaborone Botswana
 P.O.BOX: 402134 Gaborone Botswana

 www.neweracollege.ac.bw
 info@neweracollege.ac.bw

 +267 3933533/54
 +267 3933541



 +267 73933533
71374587 / 72881887