

VACANCY ANNOUNCEMENT – HUMAN RESOURCES OFFICER

The Southern African Development Community Accreditation Services (SADCAS) is a multi-economy accreditation body established in terms of Article 15 B of the Technical Barriers to Trade (TBT) Annex to the SADC Protocol on Trade with the primary purpose of ensuring that conformity assessment service providers operating in those SADC Member States which do not have national accreditation bodies are subject to oversight by an authoritative body.

SADCAS services the accreditation needs of 14 SADC Member States, namely: Angola; Botswana; Comoros; Democratic Republic of Congo (DRC); Eswatini; Lesotho; Madagascar; Malawi; Mozambique; Namibia; Seychelles; Tanzania; Zambia; and Zimbabwe. SADCAS plays a key role in trade facilitation and the protection of health, safety, and the environment.

The following post, tenable in Gaborone, is currently on offer: **Human Resources Officer**

MAIN PURPOSE OF THE JOB

To function as a strategic partner supporting the organisation's human capital needs through effective implementation of HR policies, systems, and procedures. The Human Resources Officer ensures compliance with SADCAS requirements, facilitates talent management processes, and supports organisational capability development. The Officer advises and recommends on HR matters in compliance with relevant laws.

KEY RESPONSIBILITIES

Recruitment & Selection

- Draft job adverts aligned with approved job descriptions.
- Facilitate induction and onboarding programmes for new employees.

Performance Management

- Implement Performance Management System
- Coordinate performance contract reviews, performance appraisals and recommend training interventions.

Industrial Relations

- Provide advisory support on the Code of Conduct and labour laws.
- Review employment practices for compliance.

Human Resources Budgets

- Compile HR budgets and training plans.
- Apply HR planning best practices.

Employee Wellness

- Administer employee benefits and wellness initiatives.

Human Resources Administration

- Assist with HR policy development and reviews to ensure consistent application.
- Establish HR best practices
- Prepare regular reports

Payroll Administration

- Oversee payroll and benefits administration

Safety, Health and Environment (SHE)

- Ensure compliance with SHE requirements.

QUALIFICATIONS & EXPERIENCE

- Degree in Human Resources Management or Social Sciences.
- Membership with a recognised HR professional body.
- Minimum 5 years relevant experience in HR roles.
- Competence in HR administration, recruitment, performance management and payroll oversight.
- Computer literacy (MS Office).
- Excellent written and verbal communication skills.
- Strong organisational and analytical skills.

REQUIRED SKILLS & COMPETENCIES

- Results orientation
- Time management
- Analytical thinking
- People management skills
- Risk-based thinking
- Strong interpersonal skills
- Integrity and ability to maintain confidentiality

SUBMISSION

Interested and suitably qualified candidates who are up for the challenge are encouraged to email a motivational letter, CV (maximum 3 pages) and certified copies of qualifications to: recruitment@sadcas.org

CLOSING DATE: 20 February 2026

CORRESPONDENCE WILL BE LIMITED TO SHORTLISTED CANDIDATES ONLY.