

Vacancy

Head of Human Resources

ABOUT HYPHEN

HYPHEN Hydrogen Energy (Pty) Ltd (“Hyphen”) is a project development company established with the objective of developing, constructing and operating Green Hydrogen production facilities in Namibia to supply international and regional markets. The SCDI Namibian Green Hydrogen Project successfully bid on and awarded to HYPHEN Hydrogen Energy, consists of ~4,000km² of land within the Tsau//Khaeb National Park for the development of Green Hydrogen. This site is amongst the top 5 resource rich locations in the world for co-located onshore wind and solar, ideally suited for the development of southern Africa’s first gigawatt scale Green Hydrogen project. This US\$9.4 billion project is planned to be developed in phases, at full development targeting 300,000 metric tons of Green Hydrogen production a year from 5GW of renewable generation capacity and 3GW electrolyser.

ABOUT THE ROLE

We are actively in search of an accomplished and strategic Head of Human Resources for our gigawatt-scale green hydrogen project in Namibia. In this executive role, you will play a crucial part in our organization's success by leading the charge in attracting, nurturing, and retaining exceptional talent. You will be responsible for developing and executing HR strategies that align with Hyphen’s goals and objectives, build a strong organizational culture and manage all aspects of our HR operations.

DUTIES AND RESPONSIBILITIES

1. **Strategic HR Leadership**

- Develop and maintain comprehensive HR policies and procedures and lead the effort to provide training and orientation sessions to employees, ensuring they are well-informed and aligned with our HR policies and organizational values.
- Align HR practices with the project's sustainability and green energy objectives.
- Ensure strict compliance with Namibian labour laws and regulations across all HR functions.
- Establish and maintain an organized system for employee records, ensuring confidentiality and compliance with data protection regulations.
- Regularly update and audit employee records to ensure accuracy and completeness.
- Efficiently manage the HR department's budget, allocating resources judiciously to support strategic HR priorities and initiatives.
- Address employee grievances and conflicts promptly and fairly, following established HR protocols.
- Create, implement, and assess initiatives to enhance employee engagement, fostering a motivated, inclusive, and environmentally responsible organizational culture.

- Proactively nurture positive employee relations, mediating issues effectively, and promoting a harmonious work environment.
- 2. Remuneration Policy Development**
 - Develop and administer competitive employee compensation and benefits program that align with local market standards, the project's financial sustainability objectives and the need to attract the best local and international talent.
 - Regularly review and adjust the remuneration policy to attract and retain top talent while aligning with the project's financial sustainability goals.
 - 3. Talent Acquisition and Management**
 - Lead the recruitment and selection process to attract top talent, including crafting job descriptions, job profiling, job grading, candidate sourcing, interviewing, and selection and managing onboarding.
 - Establish and manage comprehensive talent management programs encompassing onboarding, training, and career development.
 - Develop and conduct a structured exit interview process to gather feedback from departing employees.
 - Analyse exit interview data to identify trends, improve retention strategies, and enhance the overall employee experience.
 - 4. Workforce Planning and Optimization**
 - Conduct in-depth workforce planning to determine current and future staffing needs, addressing skills gaps and ensuring optimal resource allocation.
 - Provide recommendations for recruitment, internal development, and succession planning to drive workforce excellence.
 - 5. Performance Management**
 - Develop and manage the performance management process, including setting clear performance objectives, conducting regular appraisals, and facilitating constructive feedback.
 - Identify areas for performance improvement and implement tailored strategies to enhance productivity and employee growth.
 - 6. Payroll Administration:**
 - Oversee payroll administration processes, ensuring accurate and timely processing of employee salaries, benefits, and deductions.
 - Collaborate with finance and accounting departments to reconcile payroll records and resolve any discrepancies.
 - Stay updated on changes in payroll regulations and tax laws in Namibia to maintain compliance.
 - 7. HR Metrics and Reporting**
 - Establish a comprehensive system for HR metrics and reporting, providing valuable insights, KPIs, and data-driven recommendations for strategic decision-making.
 - Leverage data analytics to enhance HR initiatives and continually refine operational efficiency.

QUALIFICATIONS AND EXPERIENCE

- Bachelor's degree in Human Resources, Business Administration, or a related field. Advanced degrees or relevant certifications (e.g., SHRM-SCP, SPHR) are advantageous.
- 10-15 years of progressive HR management, strategic planning, and organizational development experience, with a minimum of 10 years in a senior HR leadership role. Prior experience in the renewable energy, mining, or project development sectors is highly desirable.
- Proven track record in developing and executing HR strategies that align with business goals and drive organizational success.
- Comprehensive knowledge of Namibian labour laws, regulations, and industry best practices.
- Outstanding leadership, communication, and interpersonal skills.
- Strategic thinking, problem-solving acumen, and the ability to align HR practices with the project's mission.
- A strong commitment to ethical and professional HR practices. The ability to thrive in a fast-paced, dynamic environment, effectively managing multiple priorities and projects.

Application Procedure:

HYPHEN extends equal opportunities to all candidates, valuing diversity in experiences and backgrounds. We exclusively accept applications for this role through our recruitment portal, [View job details \(jobopportunities.net\)](#). Ensure your application includes a well-crafted cover letter, a comprehensive CV, and authenticated copies of relevant qualifications.

Join our pioneering team and lead the charge in shaping the HR function for our groundbreaking gigawatt-scale green hydrogen project in Namibia. As the Head of Human Resources, you will have a unique opportunity to build and nurture a highly talented, motivated, and environmentally conscious workforce that actively contributes to our mission of sustainable energy innovation.

Application Deadline: September 29, 2023.