



SENIOR MANAGEMENT RECRUITMENT

The FOA, an equal opportunity employer, is inviting applications from exceptional, dynamic and self-motivated individuals for the position of Human Resources Manager, reporting directly to the Chief Executive Officer.

This position is tenable for 5 years, and is renewable based on satisfactory performance.

Human Resources Manager: WALVIS BAY Paterson D4

Primary functions: The Human Resources Manager fosters a culture that promotes FOA values, diversity, equity, inclusion, continuous improvement, open communication, and employee satisfaction.

Key Performance Areas:

- Oversee the overall HR strategy, workplace planning and organisational development.
- Ensure compliance with labour laws and internal policies, regularly update and enforce HR policies.
- Manage employee relations, grievance procedures, and conflict resolutions to foster a conducive working environment.
- Oversee recruitment, selection and onboarding processes in line with organisational needs.
- Develop and implement performance management systems and facilitate organisational development initiatives.
- Administer employee compensation, benefits, and payroll activities efficiently and effectively.
- Promote workplace SHEQ programs, ensuring a safe and productive working environment.
- Maintain HR records, generate reports, and provide input for strategic decisions.

Academic Qualifications: The ideal candidate must be in possession of a bachelor's degree in human resources management or industrial psychology (NQF 7); a Master's degree will serve as an added advantage. A minimum of 10 years' work experience of which 4- 6 years should be on HR, industrial/ employee relations managerial experience; relevant working experience of the fisheries sector; proficiency in office tools, a valid driver's license; high emotional intelligence and stress tolerance. Candidates with foreign qualifications must attach proof of evaluation of such qualifications from the Namibian Qualifications Authority (NQA). A police clearance certificate not older than 2 months should also be presented on application and is a compulsory requirement.

Remuneration package: N\$ 669,072.83 - 832,302.98 Total cost to company (negotiable).

Interested people must send their written applications supported by detailed CV that includes recent contactable references, certified copies of identity document and academic qualifications to: Fisheries Observer Agency, P O Box 2903, Walvis Bay, or hand delivered at the Fisheries Observer Agency, 1274w 1st street east.

For more information, please visit our website <http://www.foa.com.na> and enquiries should be addressed to the HR Officer, Tel (064) 219 500. **No emailed or faxed applications will be accepted.**

OPENING DATE: 23 May 2025

CLOSING DATE: 06 June 2025

No late applications will be accepted.

Only shortlisted candidates will be contacted for interviews and shall be subjected to vetting and psychometric assessments. FOA is an equal employer, and persons with disabilities are encouraged to apply. **Candidates who have applied during the previous round (19 September to 11 October 2024) need not apply**