

**VACANCY:**  
**DUTY STATION:**  
**PATTERSON GRADE:**

**EMPLOYEE RELATIONS & TRAINING OFFICER**  
**OTJIWARONGO**  
**C3**

### **Purpose**

The position is responsible to provide employee relations services to CENORED in the areas of industrial relations, employment contract administration, grievances, discipline and Training. The positions also exercise custodianship over company-wide employee wellness programmes. The incumbent will work closely with the workplace representatives of the bargaining unit to advance a harmonious and respectful working relationship.

### **KEY PERFORMANCE AREAS, AMONGST OTHERS:**

#### **Employee Relations.**

- Initiate and draft relevant policies, procedures and processes ensuring they are following the Namibian Labor Legislation.
- Implement the Employee Relations Policies and Procedures and recommend improvements needed to the Manager: Human Capital & HSE.
- Analyze statistical data and reports to identify and determine challenges and the causes thereof, within the scope of the position.
- Perform difficult staffing duties, including dealing with refereeing of disputes, and administering disciplinary procedures.
- Collaborate with internal and external stakeholders to ensure compliance with mandated legal requirements.
- Act as liaison between management, employees and the recognized union (s).
- Plan, coordinate and represent the company at wage negotiations.
- Implement and monitor corporate culture programs.

#### **Affirmative Action**

- Facilitate, coordinate, arrange affirmative action meetings.
- Consults with employees to identify the extent to which all AA steps have been implemented in the relevant departments.
- Compilation of AA data for the AA report and plan.

#### **Training & Development**

- Implement the Training and Development Policies and Procedures and recommend improvements needed to the Manager: Human Capital & HSE
- Coordinates all aspects of CENORED's skills plan by ensuring that CENORED standards confirm with family of companies, national or regional development.
- Analyses identified developmental needs and compiled monthly reports about analyzed trends.
- Coordinates in the implementation and coordination of succession planning and personal development plan program across all departments.
- Assist line managers to identify performance problems in the workplace and to define improvement needed to achieve goals and objectives.

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Company Registration no: 2003/0153

**Directors:** K. P. Iyambo (Chairperson), A. Howoseb (Deputy Chairperson), F. Mbango (Chief Executive Officer)  
A. Barlow, V. Gabriel, T. Lungameni, W Haulofu, F. K. Kamati, A. Tjitombo, G. U Hoko  
B-O Mapoha (Legal Compliance Officer/Company Secretary)

**Shareholders:** Tsumeb Municipality, Grootfontein Municipality, Otjiwarongo Municipality, Outjo Municipality, Khorixas Town Council, Okakarara Town Council, Otavi Town Council, Kamanjab Village Council, Otjozondjupa Regional Council, Kunene Regional Council, Oshikoto Regional Council, NamPower, Okahandja Municipality



- Research and design training and change interventions and make recommendations on solutions for performance problems.
- Implement and understand relevant legislation according to NTA standards and requirements.

### **Stakeholder Engagement**

- Provide professional support and advice on Employee Relations and Wellness best practices.
- Collaborate with internal and external stakeholders to ensure compliance with mandated legal requirements.

### **MINIMUM REQUIREMENTS:**

- Bachelor Degree in Human Resources Management or Labour Law/Industrial Relations.
- An honours degree in Employment and Labour Relations is an added advantage.
- Three years' experience with emphasis on employee/industrial relations, staff development/training and wellness.
- Latest certified copy of ID and valid driver's license.

*CENORED is an equal opportunity Employer and previously disadvantaged people are encouraged to apply.*

Interested and qualified applicants are required to submit their applications to:

#### **Human Capital Section**

P. O. Box 560

Otjiwarongo

Or Email: [hr@censored.com.na](mailto:hr@censored.com.na) Or Hand Deliver their applications accordingly

**Closing Date: Friday, 08<sup>th</sup> August 2025 @ 16h30**