



CAREER OPPORTUNITY

The **Namibia Airports Company** is a wholly State-owned company established in terms of the NAC Act (Act no. 25 of 1998) and governed by the Public Enterprises Governance Act (Act no.1 of 2019) and Companies Act (Act no.28 of 2004), to undertake the operations, management, and control of certain aerodromes in Namibia, and to provide for incidental matters.

POSITION: HRO – RESOURCING & RELATIONS
DEPARTMENT: HUMAN RESOURCES
JOB GRADE C3

Duty Station	Head Office
Direct Supervisor	Head: Resourcing & Relations
Primary Purpose	Assist with the implementation and adherence to the approved resourcing processes and procedures. Coordinate the industrial relations function as directed by supervisor to ensure a good employee and labour relations work environment
Minimum Qualifications and Experience	Degree in Human Resource management / Labour Relations Management, 2 - 3 years working experience in the field of Resourcing and Relations. Or Diploma in Human Resource management / Labour Relations Management, 5 years working experience in the field of Resourcing and Relations. Valid driving License
Added Advantage	Postgraduate Diploma in Conciliation and Arbitration

Key Performance Areas	• Implement and adhere to the approved resourcing and selection strategies, policies and initiatives. • Advice and inform recruiting departments of the agreed affirmative action targets for consideration during the recruitment process • Assist supervisor in obtaining job advertisement quotations from various approved media agencies. • Coordinate and facilitate the advert response by tracking the candidate applications and ensure accurate record keeping. • Conduct and shortlist for position below management and specialist level and compile the long list for supervisor review and further guidance. • Invite candidates for assessments as instructed by supervisor in a timely and professional manner. • Arrange interviews, venues and prepare interview packs in consultation with supervisor and invite candidates to interviews. • Implement and adhere to the approved industrial relations (IR) policies and procedures • Assist with the coordination of the grievance and disciplinary processes in line with supervisor guidance and company policies and procedures. • Assist and provide support to line managers with the formulation of charges. • Advice on the timelines to be adhered to in terms of disciplinary initiation and serving of notices. • Implement the recognition agreement and ensure compliance to the terms of this agreement • Monitor and analyse industrial relations matters such as, employment conditions, disciplinary actions, and employee appeals and grievances and provide feedback to supervisor. • Prepare and present required industrial relations reports.
Competencies / Skills	• Good verbal and written communication skills • Good organizing and planning skills • Accuracy and attention detail • Analytical and problem-solving skills • Ability to work under high work pressure • Good interpersonal skills • Results oriented • Ability to maintain confidentiality • Good understanding and skills of the local Labour laws and regulations
Enquiries relating to job content should be directed to:	The Human Resources Department @ Tel: 061 295 5000/ 5049

*For the applications to be valid, a submission must be made no later than the **28th November 2025** and should comprise of the following:*

- Cover letter,
- An up-to-date curriculum vitae (including career path to date) with at least two professional references,
- certified copies of the academic qualifications, identity documents and all other supporting documents required and submitted (**not older than 6 months**)

NB: Qualifications obtained from non-Namibian institutions must be accompanied by NQA evaluation.

Designated persons as defined in the Affirmative Action (Employment Act, Act No.29 of 1998) are encouraged to apply.

Documents should be submitted to:

***The Human Resources Department
Division: Resourcing & Relations
Namibia Airports Company
3rd Floor, Sanlam Centre
145 Independence Avenue***

*E-mail and faxed applications will not be considered.
Only short-listed candidates will be contacted.
No documents will be returned to candidates.*