



### 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**