EMPLOYEE RELATIONS OFFICER

NEW HORIZON COPPER (PTY) LTD | KOMBAT

NHC is committed to operating safely, responsibly and efficiently while developing Namibia's copper resources to create long-term value for our people, communities and the country.

We are looking for an experienced Employee Relations Officer to join our Human Resources team.

PURPOSE OF THE JOB

To manage and support sound employee and industrial relations, ensuring compliance with Namibian labour legislation, company policies, procedures and applicable collective agreements while promoting fairness and industrial harmony.

KEY RESPONSIBILITIES

Interpret and apply the Namibian Labour Act and other applicable employment legislation, and advise management on labour-related risks and compliance requirements.

Provide guidance on misconduct, disciplinary processes and corrective action, conduct investigations and prepare disciplinary documentation and hearing files.

Receive, investigate and facilitate employee grievances, ensure matters are handled within prescribed timelines and maintain confidential records.

Compile case files for conciliation and arbitration, represent the company in labour dispute resolution processes and liaise with the Office of the Labour Commissioner.

Maintain constructive relationships with employees and trade unions and support collective bargaining, consultations and implementation of collective agreements.

Monitor industrial relations trends, recurring grievances and potential risks and recommend appropriate preventive or corrective measures.

Maintain employee-relations registers and prepare accurate monthly and quarterly reports while ensuring confidentiality and professional record keeping.

MINIMUM REQUIREMENTS

Bachelor's Degree in Human Resources Management, Industrial Psychology, Industrial Relations or LLB.

Minimum 5 years' employee relations experience in a mining, unionised or heavy-industry environment, including at least 2 years in a senior ER or equivalent role.

Working knowledge of Namibian labour and employment requirements, including the Namibian Labour Act and employment practices.

Relevant HR or labour-relations certification will be an added advantage.

Practical experience in disciplinary management, grievances, workplace investigations, dispute resolution and labour-relations administration.

Experience in union engagement and collective bargaining.

Strong negotiation, investigation, report-writing and communication skills with integrity, confidentiality, impartiality and resilience.

WHO SHOULD APPLY?

Applications are invited from candidates who meet the above requirements. Previously disadvantaged Namibians, women, persons with disabilities, and residents of Kombat and surrounding communities are encouraged to apply.

HOW TO APPLY

Applications must be submitted via our recruitment portal at www.jobportunities.net.

Applicants are also encouraged to register on our recruitment database at https://kombatproject.com/login.

The database is there for candidates to register their details so that we can consider them should a suitable opportunity arise in future.

If you meet the above requirements and are interested in contributing to the success of New Horizon Copper, please submit a detailed CV, certified copies of your qualifications, and a cover letter.

Closing Date: 13 November 2026 @ 7:00PM

NB: Only candidates who meet the minimum requirements will be considered. Shortlisted candidates will be contacted within four weeks of the closing date.