



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 Function: 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 inputs 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); minimum of 6 years of HR managerial experience; proficiency in office tools ((Outlook, Excel, Word, Zoom, Teams, etc); a valid driver's license; high emotional intelligence and stress tolerance. A police clearance certificate not older than 2 months should also be presented on application.

Salary Package: The FOA offers a market related remuneration package in line with Public Enterprises Governance Act (PEGA) , Tier 2 remuneration guidelines.

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

Enquiries should be addressed to the Acting HR Manager, Tel 064 219 500. **No emailed or faxed applications will be accepted.**

Closing date: 11 October, 2024. **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.