



EXTERNAL VACANCY

An equal opportunity employer and leading enterprise in the fishing industry, our company is looking to fill the following vacancy, in the Fleet Department.

Operations Employee Relations Officer

KEY JOB OUTPUT

- Advise employees on the interpretation and application of company policies and procedures to ensure compliance.
- Investigate, compile reports, and initiate disciplinary hearings.
- Facilitate the preparation and submission of documents to resolve grievance and/or corrective action.
- Participate in meetings with the shop stewards for mediation, advice, and clarifications.
- Liaise with Operations Management on all grievances/concerns/requests from Production employees through the Employee Engagement Plan.
- Attend to Fleet payroll administration when vessels dock.
- Ensure a safe and healthy work environment.
- Liaise functions for Operations and HR Department.
- Performs ad-hoc duties pertaining to the job as required by the Operations Head of Department.

MINIMUM QUALIFICATIONS, SKILLS AND COMPETENCIES REQUIRED

- Diploma/Degree in HR/IR Management/Industrial Psychology.
- Grade 12.
- Six (6) – eight (8) years of experience in a similar role.
- Three (3) – five (5) years of experience in general Payroll Administration and HR functions.
- Knowledge of Disciplinary matters and the Namibian Labour Act.
- Proficient in computer literacy and report writing.
- Sound knowledge of the relevant acts and regulations, such as the Health and Safety Act, ISO and HACCP standards and regulations, Marine Resources Act, etc.

Closing date: 23rd January 2024

All suitably qualified and experienced Namibian citizens are encouraged to apply. Should you meet the qualifications and experience required, kindly **submit your CV and supporting documentation at the TFL Walvis Bay HR Office or email to talent@tunacor.com.na** No other means of submission will be accepted.

PLEASE NOTE ONLY SUCCESSFUL CANDIDATES WILL BE CONTACTED. SHOULD YOU NOT BE CONTACTED WITHIN 14 DAYS AFTER THE CLOSING DATE, KINDLY CONSIDER YOUR APPLICATION UNSUCCESSFUL.



OUR BRANDS

