



INTERNAL & EXTERNAL VACANCY

The Namibia Statistics Agency (NSA) was established in terms of the Statistics Act No. 9 of 2011. The Agency is mandated, amongst others, to constitute the central statistical authority of the State and to collect, produce, analyse, and disseminate official statistics in Namibia.

Position: Employee Relations & Wellness Specialist
Reporting to: Manager: Human Capital
Duty station: NSA Head Office, Windhoek

► Job purpose:

The purpose of the job is to strengthen the employer- employee relationship through identifying and resolving workplace and wellness issues (company/union intervention and discipline, wellness interventions), and providing support and input to the company's performance management system.

► Key responsibilities include:

- Liaises closely with external stakeholders regarding employee relations matters.
- Liaises closely with external stakeholders regarding employee wellness matters.
- Implements the approved employee relations policy and procedures and recommends improvements where needed.
- Performs staffing duties, including dealing with refereeing disputes and administering disciplinary procedures.
- Studies legislation, arbitration decisions, and collective bargaining contracts to assess industry trends and give advice to management.
- Acts as liaison between management, employees and union(s).
- Assists to develop and submit the annual Affirmative Action reports to the office of the Employment Equity Commission.
- Plans, organises, directs, controls or coordinates the employee wellness system and process within the strategy and policy guidelines.
- Implements and monitors employee wellness programs.

► Educational Qualifications & Work Experience:

- A Bachelors' Degree in Labour Law/ Industrial Relations, Social Science, A relevant Honours Degree in related field will be an add advantage.
- Minimum of 3 years related work experience in industrial and employee relations as well as relevant working experience in employee wellness coordination.
- 2 years experience at supervisory or professional role within an employee relations and employee wellness environment.

Specific Requirements:

- Knowledge of wellness programmes.
- Employee relations management.
- Namibian labour legislation.
- Dispute resolution mechanisms.
- Union relationship management.
- Generally accepted Human Resources principles and practices.
- Microsoft Office Suite Intermediate.
- Must be a good mediator and negotiator.
- Must have excellent interpersonal and networking skills.

Interested candidates may submit their application which includes a detailed CV and certified copies of relevant educational qualifications on the NSA e-recruitment platform through NSA website. All qualifications obtained outside Namibia must be evaluated by the Namibia Qualification Authority.

Only online application will be accepted.

“As per Affirmative Action (Employment) Act, Act 29 of 1998; Namibian Citizens from previously disadvantaged groups will enjoy preferential treatment”

Only short-listed candidates will be contacted, and no documents will be returned.

CLOSING DATE FOR APPLICATIONS: 19 MARCH 2025