



VACANCY

Vacancy Advertisement: Human Resources & Industrial Relations Officer

About the NFA:

The Namibia Football Association (NFA) serves as the custodian and governing body of football in Namibia. Established in 1990 and affiliated with FIFA and CAF in 1992, the NFA organizes national football leagues and national teams. Committed to continuous improvement, promotion, regulation, and control of football in Namibia, the NFA plays a vital role in shaping the football landscape of the nation.

Position: Human Resources & Industrial Relations Officer (5-Year Contract)

Purpose of the Job:

The Human Resources & Industrial Relations Officer position is an integral part of the Secretariat Management and reports directly to the Director of Human Resources & Industrial Relations of the NFA. The incumbent will be responsible for developing, implementing, and reviewing the Strategic Human Capital objectives of the NFA, ensuring a professional, productive, disciplined, effective, and motivated workforce. Additionally, they will lead the development of succession plans and the achievement of approved affirmative action plans and strategies.

Key Performance Areas:

- Provide leadership and management to the Human Resources & Industrial Relations Department.
- Implement and enforce all approved policies and procedures, ensuring compliance.
- Evaluate the current human resources information system and introduce changes as required.
- Monitor monthly expenditure and provide advice on spending patterns and cost-saving efforts.
- Analyze employment costs and develop human capital and succession plans.
- Assess training needs and link training and development interventions to strategic objectives.
- Design and implement a performance management process aligned with the NFA's business strategy.
- Ensure effective communication with management and the Executive Council.

Qualifications:

- Diploma in Human Resources Management/Labour Related field; a bachelor's degree in an HR-related field is advantageous.
- Minimum of five (5) years working experience in a related field.
- Mature, proven, extensive, and hands-on management experience.

Key Competencies and Knowledge:

- Strong strategic focus and analytical thinking.
- Ability to work in challenging and fast-paced environments.
- Excellent understanding of FIFA, CAF, COSAFA, and NFA operations.
- Good understanding of general governance rules and codes.
- Assertive, with negotiation skills and ability to influence positively.
- Ethical conduct and high levels of integrity.

Benefits:

- Market-related salary or total cost to company.
- Medical aid, Housing allowance, Pension fund membership, Transport allowance.

Submission of Application:

No email submissions accepted.

Deliver application by hand in a sealed envelope at NFA Football House, Katutura.

Closing Date: Monday, 18th March 2024, at 17H00 (Late submissions disqualified)

For Enquiries: **Contact Mr. Titus Kunamuene at +264812411624**